
ELIZABETH WRIGHT SCHOENFELD
Executive Assistant to the President
Western Washington University

EDUCATION

- 5/94 University of Wisconsin-Madison
MA Political Science; minor in Sociology
- 12/81 University of Wisconsin-Madison
Juris Doctor and MA Public Policy and Administration
- 5/76 University of Wisconsin-Milwaukee
BA Psychology Graduated with distinction

EMPLOYMENT

- 8/98 - present **Executive Assistant to the President**
Western Washington University
Responsibilities include: providing primary policy assistance to the President; research and writing for public presentations; supervising the Distinguished Lecture Series, Special Events, Washington Campus Compact and Internal Audit. Serves as a member of the President's Cabinet.
- 5/97-8/98 **Special Assistant for Development**
University of Wisconsin System - Madison, Wisconsin
Responsibilities included: legislative relations for the UW Colleges; prospect development and grant-writing; special studies and projects for the UW System and Board of Regents, including a major study of instructional staff; and supervision of the President's house, events, and grounds staff;
- 9/96-8/98 **Lecturer**, University of Wisconsin Department of Educational Administration. Taught graduate course on Politics and Public Policy Implementation in Higher Education.
- 7/92 – 8/97 **Special Assistant to the Chancellor**
University of Wisconsin Colleges - Madison, Wisconsin
Major responsibilities included: primary administrative assistance to the Chancellor in: maintaining communication with state government, UW System personnel, Regents, and national organizations of higher education; legislative relations; planning and coordination of institution-wide activities; coordination of governance in the Colleges; research in preparation of reports and public presentations.
- 8/90 - 4/91 **Interim Dean, University of Wisconsin-Rock County**
Janesville, Wisconsin (on leave from UW System Administration)
As the CEO of the campus, was responsible for academic administration and operation of this freshman-sophomore transfer university, including: faculty and staff support and professional development; student affairs; curriculum review; supervision of personnel; management of a budget of \$2.3 million; physical plant; interaction with County Government and the public, the foundation board and donors. The position reports to the UW Colleges Chancellor.
- 4/85 - 6/92 **Executive Assistant to the Executive Vice President**
University of Wisconsin System - Madison, Wisconsin
Major responsibilities included: primary administrative assistance to the Executive Vice President and President; assisting with special committee and task force studies, including studies of faculty and academic staff compensation; helping to prepare UW

System policy and analysis papers for the Board of Regents; serving as a resource for search and screen processes for major administrative positions.

- 6/83 - 7/85 **Academic Planner, UW System Office of Academic Affairs**
Major responsibilities included: formulating and monitoring implementation of UW System personnel policies for faculty and academic staff; assisting with special studies, including major studies of faculty and academic staff compensation; helping to prepare UW System policy and analysis papers for internal use by System Administration and the Board of Regents; serving as System liaison with student affairs officers and organizations on matters involving Systemwide policy.
- 1/82-6/83 **Attorney**, emphasis in labor law and civil rights law; **Law Clerk** 6/81-12/81
Perry, First, Reiher, Lerner & Quindel, S.C.
1219 N. Cass Street, Milwaukee, Wisconsin 53202
- 1980 Intern-Specialist (summer)
UW-Milwaukee Office of Equal Opportunity and Campus Personnel Office
- 1978 Project Assistant (summer), UW-Milwaukee Dean of Students Office
- 1976-77 President, United Council of UW System Student Governments

AFFILIATIONS

- 1999-present Member, Board of Directors, Whatcom Museum of History and Art.
- 1997-present Member of the Board of Directors of the National Association for Presidential Assistants in Higher Education (NAPAHE), an Affiliate Association of the American Council on Education. Program Chair for 2000 national conference. Chair of the Board 2000-2001.

PUBLICATIONS & RESEARCH

- 1998 Teaching Academic Staff in the UW System: A University of Wisconsin System Board of Regents 21st Century Study, Accepted by the Board of Regents June 5, 1998
- 1983-84 Four-Part Study on the Working Conditions of Academic Staff in the University of Wisconsin System for the UW System Board of Regents
- 1985 "Courts and Universities: The Impact of Litigation on Academic Autonomy." *Indian Law Institute Journal*, Vol. 27 No. 1, pp. 35-60, New Delhi, India, 1985. Presented at the Association for Asian Studies 34th Annual Meeting, Chicago, Illinois, April 2, 1982.
- 1983 "The Causes of Litigation in Indian Institutions of Higher Learning," with Professor Donald V. Kurtz, UW-Milwaukee. *Indian Institute of Education Bulletin*, Pune, India, 1983.
- 1980-81 Research Fellowship, University of California-Berkeley. Topic: University Litigation Professional Studies Program in India, September, 1980 - June, 1981
- 1980 "Women in Student Government" in *University Women: A Series of Essays, Volume II: Wisconsin Women, Graduate School, and the Professions*. UW System Office of Women, Madison, Wisconsin.

TRAVEL

India, Sri Lanka, Nepal 1980-81 in connection with a nine month research fellowship
Mexico, Central America, Portugal, Spain, Brazil, England, Scotland