



Internal/External	External
Position Title	Associate Outreach Specialist
UW System Title and Code	Associate Outreach Specialist (S92FN)
FTE	75%
Position Information	<u>Work Location:</u> Nelson Hall 1209 Fremont Street Stevens Point, WI 54481 <u>Supervisor:</u> Melissa Meschke, Outreach Program Manager I
Department	Small Business Development Center, Continuing Education and Outreach
Department Description	The Wisconsin Small Business Development Center, SBDC, at UW-Stevens Point is part of UW-Stevens Point Continuing Education and is part of a statewide network that provides no cost consulting to pre-venture, startup and existing entrepreneurs. The Center is funded by a federal grant and state match, completes a RFP, and delivers metrics to achieve funding. The SBDC provides one on one, in-person, confidential consulting in addition to opportunities such as the entrepreneurial training program, the annual digital and social media conference, and an annual conference of small business lenders. Metric delivery includes startup of new businesses, capital infusion and long-term cases.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point.
Position Summary	This position provides support for the Small Business Development Center (SBDC) and the Director of the SBDC. The person in this position will assist in planning, developing, promoting, and managing all aspects of business outreach non-credit educational programs for the SBDC. Ongoing responsibilities of this position holder will include varying levels of responsibility and independence in: marketing, customer service, outreach coordination, and event management, program development, and general administration. All activities will comply with program requirements in support of SBDC. This position develops and maintains active working relationships with faculty and staff as well as professional business organizations in the nine-county SBDC area and the state. Key partners include the Small Business Administration (SBA), SBA partners such as SCORE and the Wisconsin Women’s Business Initiative corporation (WWBIC), Wisconsin Economic Development Corporation, Century, and other local, state and federal economic development groups including Chambers of Commerce and Business Councils.
Required Qualifications	Please see the position description for more information. - Bachelor’s Degree from an accredited university - Successful completion of a criminal background check (position works with confidential information) - Demonstrated experience in the coordination, implementation and management of programs, conferences, events or meetings



Preferred Qualifications

- Demonstrated proficiency in the use of Microsoft Office Product Suite (specifically Word and Excel), file management, email marketing, web maintenance and utilization, and social media (specifically Facebook for business)
 - Strong written and oral communication and interpersonal skills with the ability to act as a resource for, provide customer service in a courteous manner to, and work effectively with diverse groups of people at various levels both internal and external to the university, and to clearly express information and procedures orally and in writing
 - Ability to manage multiple projects simultaneously in a fast-paced environment
 - Demonstrated ability to work independently and as part of a team
 - Demonstrated ability to effectively communicate digitally, over the phone, and in person
 - Demonstrated experience in working with varied and diverse audiences to develop and deliver programs, training, conferences and events
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- Bachelor's Degree in business, marketing, communication or event planning
 - Demonstrated success in developing and facilitating mutually beneficial partnerships
 - Demonstrated creativity, resourcefulness and problem-solving abilities
 - An entrepreneurial attitude toward promotion of programs and services
 - Demonstrated experience in creating and executing marketing plans

How To Apply

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the "My Activities" link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system.

Anticipated Appointment Date

Refer to the supplemental "How To Apply" document in the posting for more information.

May 1, 2018

Terms of Employment

This is a 12-month, Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience

Deadline

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on March 1, 2018. However, screening may continue until the needs of the recruitment are met.

Required Materials

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Required Application Materials (e.g. cover letter, resume/CV, transcripts, reference names, reference letters):

- Cover letter addressing qualifications and experience
- Resume/Curriculum Vitae
- Contact information for three professional references
- Unofficial Transcripts

Official transcripts will be required at the time of hire.



University of Wisconsin
Stevens Point

2100 Main Street - Stevens Point, WI 54481
+1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu

Position Contact

For additional information regarding the position, please call or email:

Name: Sheila Bannister-Gross

Title: Chair, Search and Screen Committee

Email: sbannist@uwsp.edu

Phone: 715-346-3913

Human Resources Contact

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:

Anna Golackson

Email: human.resources@uwsp.edu

Phone: 715-346-2606

Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.



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