<table>
<thead>
<tr>
<th>Internal/External</th>
<th>Internal-UW System</th>
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</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Administrative Program Specialist</td>
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<tr>
<td>UW System Title and Code</td>
<td>Associate Administrative Program Specialist (R07FN)</td>
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<td>FTE</td>
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<td>Principal Work Location</td>
<td>UW-Stevens Point Main Campus, College of Professional Studies</td>
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<tr>
<td>Supervisor</td>
<td>Dr. Lynda Fernholz, Head of Department, Associate Dean, School of Education</td>
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**School of Education**

The School of Education is located within the College of Professional Studies, offering majors in Elementary, Early Childhood, and Special Education to approximately 600 undergraduate students. We also offer teacher certification for approximately 800 secondary education majors. We pride ourselves in offering over fifteen teaching certification programs and have an established and growing Masters of Education graduate program. We have also created and implemented the first stand alone Ed.D. degree at UWSP in Educational Sustainability.

**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](http://www.joinuwsp.org) for more information about UW-Stevens Point and [www.everythingpointshere.com/](http://www.everythingpointshere.com/) for more information about the Stevens Point community.

**Position Summary**

These administrative staff include department, unit and small school/college level staff who provide specialized services associated in managing daily administrative activities in a variety of areas including instructional and research areas. They have greater responsibility and independence of action than the support focus provided by an Administrative Specialist. Such professional staff work can be distinguished from a Program Manager in that the area is not typically recognized as a free standing activity. They may be similar in function to Administrative Officer, but may have less direct control of policy development and are often in units smaller than the usual size of a school, college, or administrative division. These individuals often have expertise in the discipline area which directly affects their ability to perform their job.

This individual provides support in three primary areas of department operations: The School of Education Master’s and Professional Development Programs, Educational Sustainability Doctoral Program, and the Talent Development Center for Youth Programs and Outreach.

**Required Qualifications**

- Master’s Degree in Administrative Leadership (Higher Education Emphasis)
- 2 or more years higher education administration experience
- Prior experience building large scale outreach programs for youth, teachers, and communities

**Preferred Qualifications**

- Youth Camp membership(s), your organization(s), and/or your outreach programs
- Training and/or experience in systems thinking pedagogy

**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.

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

**Anticipated Appointment Date**
August 1, 2019

**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.

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on July 9, 2019. 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. Please include the following documents:
- Cover letter addressing qualifications and experience
- Resume/Curriculum Vitae
- Contact information for three professional references

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

**Position Contact**
For additional information regarding the position, please call or email:
Cathleen Olds, Director of Field Experiences
Email: colds@uwsp.edu
Phone: 715-346-7175

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:
Tom Bertram
Email: human.resources@uwsp.edu
Phone: 715-346-2606

**Human Resources Contact**
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.”

Special Notes
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.