



Internal/External	External
Position Title	Online Campus Director
UW System Title and Code*	Administrative Program Manager (P14NM) (see special notes for more information)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Old Main Supervisor: Jenny Resch, Director, Office of Economic and Community Development
Department	The Office of Economic and Community Development
Department Description	The Office of Economic and Community Development extends the university's reach to the region as a front door to university expertise, research and services. The unit includes Continuing Education and Outreach (CE), the Small Business Development Center (SBDC) and Online Collaborative Degree programs. It takes programs and resources beyond the campus by offering credit and non-credit courses, workshops, conferences to meet the learning needs of audiences of all ages. The staff of 25 has offices on the Stevens Point, Marshfield, and Wausau campuses.
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 <a href="http://www.joinuwsp.org">www.joinuwsp.org</a> for more information about UW-Stevens Point and <a href="http://www.everythingpointshere.com/">www.everythingpointshere.com/</a> for more information about the Stevens Point community.
Position Summary	This position will be instrumental in the development and ongoing success of UW-Stevens Point online campus. The position will strengthen UW-Stevens Point's efforts for offering a high-quality online education. This position will coordinate campus-wide involvement to analyze current online courses and/or programs, and lead efforts to recommend new online programs that serve a wide variety of students' needs based on market research and academic capacity.
Required Qualifications	<ul style="list-style-type: none"> <li>- Master's degree</li> <li>- Demonstrated experience in academic program development</li> <li>- Demonstrated understanding on online pedagogy and learning outcomes</li> <li>- Demonstrated understanding of support services required for successful learning outcomes</li> <li>- Demonstrated ability to manage projects and multitask</li> <li>- 3-5 years of demonstrated experience building or teaching online or distance education programs</li> </ul>
Preferred Qualifications	- 5-7 years of increasing responsibility for online course and program development



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 “How to Apply” document for more information.
Anticipated Appointment Date	March 2, 2020
Terms of Employment	<p>This is a 12-month, Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>Benefits include University of Wisconsin insurance, retirement, and vacation package. For information about UW System benefits, visit <a href="#">ALEX</a>, our interactive benefits counselor.</p>
Deadline	To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on December 27, 2019. However, screening may continue until the needs of the recruitment are met.
Required Materials	<p><b>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</b></p> <ul style="list-style-type: none"> <li>- Cover letter addressing qualifications and experience</li> <li>- Resume or Curriculum Vitae</li> <li>- Contact information for three professional references</li> </ul> <p>Official Transcripts required of finalist</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email: Lindsay Bernhagen, Search and Screen Committee Email: <a href="mailto:lbernhag@uwsp.edu">lbernhag@uwsp.edu</a> Phone: 715-346-3177</p>
Human Resources Contact	<p>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-Timblin Email: <a href="mailto:human.resources@uwsp.edu">human.resources@uwsp.edu</a> Phone: 715-346-2606</p>
Special Notes	<p>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.”</p> <p>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 <a href="mailto:hr@uwsp.edu">hr@uwsp.edu</a>.</p> <p>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</p>



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

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.

\*The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: [wisconsin.edu/ohrwd/title-and-total-compensation-study/](http://wisconsin.edu/ohrwd/title-and-total-compensation-study/).”



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