



Internal/External	External
Position Title	Case Manager
UW System Title and Code*	Student Services Coordinator (T25) / Case Manager (AE069)
FTE	83.3%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Old Main Building Supervisor: Rebecca Rogge, Assistant Dean of Students
Department	Dean of Students
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 and www.everythingpointshere.com/ for more information about the Stevens Point community.
Position Summary	<p>The Case Manager, reporting directly to the Assistant Dean of Students-Case Management, is focused on supporting the personal and academic success of students through ongoing case management. Support is provided to and for students navigating concerns including, but not limited to: academics, mental and physical health, financial, and family. The Case Manager works collaboratively with the Assistant Dean of Students to triage, prioritize, outreach to, and administratively manage assigned case load. The Case Manager will work directly with students to identify and respond to concerns, make appropriate referrals, navigate institutional policies and processes, and discuss options based on each individual case.</p> <p>In addition to direct service to students, the Case Manager will collaborate frequently with staff members in Academic Advising, the Counseling Center, Disability and Assistive Technology Center, Diversity and College Access, Residential Living, Student Health Service, and other campus and community entities in support of student success. The Case Manager serves on the institution’s Care Team. See the position description for more informaiton.</p>
Required Qualifications	<ul style="list-style-type: none"> •Bachelor’s degree; preferred fields include, but are not limited to: Psychology, Social Work, Education. •Minimum of two years of full-time experience in a secondary or post-secondary educational setting; preferred in higher education. •Experience working with students in crisis/managing complex situations. •Strong oral and written communication skills. •Demonstrated commitment to equity, diversity and inclusivity. •Ability to work at multiple campus locations as needed.



Preferred Qualifications	<ul style="list-style-type: none"> •Master’s degree; preferred fields include, but are not limited to: Student Affairs, Social Work, Counseling, Higher Education Administration. •An ability to quickly build rapport with students and colleagues. •An ability to synthesize information regarding complex student issues. •Demonstrated commitment to students’ personal and academic development. •Strong organizational and administrative skills. <p>While the individual in this position may hold professional licensure in their field, this position does not operate under licensure parameters. Mindfulness of state law/university policy, clarification and transparency with students about role and limitations, and legal/professional boundaries are expected of the individual in this role.</p>
How To Apply	<p>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.</p>
Anticipated Appointment Date	October 11, 2021
Terms of Employment	<p>This is a 12-month, 83.3% Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Minimum annualized salary \$52,000 (\$43,316 at .833).</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on September 16, 2021. However, screening may continue until the needs of the recruitment are met.</p>
Required Materials	<p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references <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: Brittany Hook, Search and Screen Committee Email: bhook@uwsp.edu Phone: 715-346-2611</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: human.resources@uwsp.edu Phone: 715-346-2606</p>



University of Wisconsin
Stevens Point

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Human.Resources@uwsp.edu

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.

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/."

*PTO offers prorated based on start date and hours worked.



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