



Internal/External	External
Position Title	Special Assistant to the Chancellor/Managing Director of the Office of Economic and Community Engagement
UW System Title and Code*	Director, Unspecified (7) / M93DN
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Main Building Supervisor: Thomas Gibson, Chancellor and Marty Loy, Interim Provost
Department	Office of Economic and Community Development
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	The Managing Director will be responsible for advancing our strategic plan, “Purpose Made Possible”, specifically by leading efforts to serve our external community for impact in talent development, innovation, and partnerships. Working with the Chancellor, Vice Chancellors, Deans and Directors, this position will have a leadership role in developing strategies for the most effective development and “front-door” access to various campus resources. Reporting with dual lines to the Chancellor and Vice Chancellor for Academic Affairs, the Managing Director of the Office of Economic and Community Engagement (OECE) is responsible for executive-level leadership of a team that includes the Continuing Education unit and coordinating off-campus efforts to establish and cultivate long-term, mutually beneficial relationships with industry and regional community partners. The Managing Director will creatively and intentionally expand a campus culture of business and community engagement and is responsible for the management of external client expectations to ensure the highest level of client satisfaction is achieved.
Required Qualifications	<ul style="list-style-type: none"> •Minimum of seven years of demonstrated experience leading economic development, community engagement or other related initiatives •Extensive knowledge of economic development, community engagement, workforce development and public-private partnerships. •Experience developing and managing complex budgets. •Excellent interpersonal, written and public speaking skills •Ability and willingness to work nights and weekends as needed. Occasional overnight travel throughout the state and beyond will be required. •Bachelor's degree



Preferred Qualifications	<ul style="list-style-type: none"> •Capability to develop long-term strategies for corporate relationships that expand engagement opportunities for UW-Stevens Point. •Experience leading and managing a programming/educational/project team. •Experience developing educational programs. •Ability to promote the UW-Stevens Point’s strategic priorities by developing excellent working relations with university leadership, faculty, staff, and affiliates. •Knowledge of the operation of large complex organizations, educational institutions and governmental systems. •Have an appreciation and ability to develop an understanding of the unique culture of higher education. •Graduate degree
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	December 1, 2021
Terms of Employment	<p>This is a limited position, exempt from the Fair Labor Standards Act. Limited appointees serve at the pleasure of the appointing authority and are subject to Chapter UWS 15, Wisconsin Administrative Code, Wisconsin Statutes, Sections. 36.17, and UW System UPG #3.</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 24, 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 - Unofficial Transcripts <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: Rob Manzke, Search and Screen Committee Email: rmanzke@uwsp.edu Phone: 715-346-3738</p>



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

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-Timblin

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.

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/."



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