

Outreach Program Manager Continuing Education

The University of Wisconsin-Whitewater invites nominations and applications for the position of Outreach Program Manager. The Outreach Program Manager reports to the Associate Dean of the School of Graduate Studies and Continuing Education, and works in close collaboration with faculty and academic departments to develop and deliver domestic travel study courses, graduate credit international travel study courses, and delivery and promotion of a community lecture series. The Outreach Program Manager also coordinates UW-Whitewater's distance education courses with UW Extension. The salary is competitive and commensurate with experience.

The University of Wisconsin-Whitewater is a premier comprehensive university with a tradition of excellence in both academics and athletics. Founded in 1868, the university has 10,500 undergraduate and graduate students. The city of Whitewater has a population of 14,000 and is located 40 miles from Madison, 50 miles from Milwaukee, and 110 miles from Chicago.

The University of Wisconsin-Whitewater is an EEO/AA employer. We promote excellence through diversity and encourage all qualified individuals to apply. Names of applicants may be disclosed unless requested otherwise. Names of finalists will be released. Receipt of official transcripts and completion of a criminal background check are required as conditions of employment.

Responsibilities:

- Provide leadership for domestic and international fieldwork courses, collaborating with faculty coordinators to develop, deliver and evaluate new and existing domestic and graduate credit international travel study courses.
- Manage the Fairhaven Lecture Series community service program by selecting themes, recruiting faculty and external speakers and administering the program's logistics each semester.
- Oversee all budgeting, promotion and required reporting for the travel study courses and lecture series administered by the School of Graduate Studies and Continuing Education.
- Oversee the University of Wisconsin – Whitewater's compliance with federal distance education regulations and maintain the currency of the campus's listings of distance education courses for UW Extension.
- Other duties as assigned by the strategic leadership of the campus and the Dean of the School of Graduate Studies and Continuing Education.

Qualifications:

- Minimum of a master's degree in any field preferred, B.A. accepted.
- Evidence of ability to work in an academic environment, to collaborate with academic departments, and develop relationships with external partners a must.
- Experience with development and/or management of academic outreach program (or equivalent experience) preferred.
- Experience with travel planning and group travel arrangements.
- Understanding of academic program evaluation.
- Demonstrated record of experience in managing multiple budgets and in preparing program financial reports. (Experience with Peachtree Accounting Software a plus.)

- Evidence of strong attention to detail, as well as effective written and verbal communication skills.

To Apply:

Submit a letter of application specifying qualifications and experiences relevant to the position, along with a resume (or curriculum vitae), and the names and contact information of three references. Initial review of applicant materials will begin on 6 February 2012, and will continue until the position is filled, with a target hiring date of 2 April 2012.

Electronic applications and inquires are preferred and can be submitted to gce-jobs@uww.edu. Paper applications should be sent to:

Seth Meisel, Chair
Outreach Program Manager Search Committee
UW-Whitewater
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(262.472.1013)