



Internal/External	External
Position Title	Outreach Program Associate Director
TTC Title and Code	Outreach Program Associate Director (OE004)
FTE	100%
Position Information	<p>Principal Work Location: UW-Stevens Point Main Campus, Trainer Natural Resource Building Name</p> <p><u>Supervisor:</u> Paul Fowler, Director</p> <p><u>Pay Schedule-range:</u> \$80,000 minimum, based on qualifications and experience</p>
Total Rewards	<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. Relocation may be available for this position.</p>
Department	Wisconsin Institute for Sustainable Technology (WIST)
Department Description	<p>The mission of UW-Stevens Point’s Wisconsin Institute for Sustainable Technology is to make more and better use of our region’s abundant natural resources through sustainable technology-based economic development to benefit our rural communities. It does this through engagement with forest products’, paper, and packaging businesses; providing key testing, analysis and development services to businesses; translating research into new products; and contributing thought leadership at the interface of business and higher education.</p>
University Description	<p>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 https://www.uwsp.edu/join-uw-stevens-point/ for more information about UW-Stevens Point.</p>
Position Summary	<p>This position will lead the business development, laboratory activities and management of WIST’s laboratory services program. Close and on-going engagement with business and industry is required to build and grow existing services as well as to identify and implement new services for unmet needs. This position will manage three WIST laboratories including the delivery of existing laboratory services and the development of new services. Services are provided in the arena of forest products, sustainable packaging and specialty paper including contract research, analysis, testing and consulting and require technical knowledge in these fields. This position will also overhaul, implement, and maintain an ISO 17025 Quality Management System for the WIST Compostability Testing Laboratory, the only academic based, approved testing lab in the country.</p> <p><u>Schedule:</u> 8:00am-4:30pm, Monday-Friday. Varied hours as needed.</p>
Required Qualifications	<ul style="list-style-type: none"> • Masters in Paper Science, Chemical Engineering, Chemistry, Materials Science, or a related field. • Experience in laboratory management, preferably in a contract laboratory or an academic setting. • Strong financial acumen and experience in managing a self-financing operation.



Preferred Qualifications	<ul style="list-style-type: none"> • Knowledge of implementation and compliance with ISO 17025. • Excellent communication and interpersonal skills for engaging with diverse stakeholders. • Knowledge of the forest products industry in Wisconsin. • Experience in developing and maintaining industry partnerships. • Knowledge of current sustainability practices in the forest products, paper, packaging, and fiber industries.
How To Apply	<p>This position and instructions on how to apply are located on our website. 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	May 2024
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.</p>
Deadline and Required Materials	<p>TO ENSURE CONSIDERATION: Applications received by 03/10/2024 are ensured full consideration. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p> <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 may be required of finalist)</p>
Position Contact	<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> <p>For additional information regarding the position, please call or email: Roland Gong, Chair, Search and Screen Committee Email: rgong@uwsp.edu Phone: 715-346-2570</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: Human Resources Email: human.resources@uwsp.edu 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's mission is, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual</p>



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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 <https://www3.uwsp.edu/protsv/Pages/Clery.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.

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



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