



Position Description

Classification Title:	Campus Dean (UWC)
Working Title:	Campus Executive, Wausau Campus
Supervisor's Working Title:	Dean, University College
Hours/Shift:	12 month
Department:	University College
Supervisory Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employee Category:	Limited
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Date Created/Updated:	
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

Position Summary

Reporting to the Dean of University College, the Campus Executive will lead campus operations and community engagement for UWSP's branch campus in Wausau. This position is responsible for providing vision, connecting community needs to organizational capacity, and supervising daily operations.

Primary Responsibilities:	% of Time Spent
<p>A. Community Engagement</p> <ul style="list-style-type: none"> • Serve as the voice of the university for the Wausau campus. • In collaboration with main campus departments and divisions: <ul style="list-style-type: none"> ○ Build strong connections with key stakeholders, including county and city government, civic organizations, and community partners. ○ Seek opportunities for outreach, collaboration, and partnerships with local schools, businesses, and community organizations. ○ Connect campus programs and resources to community needs, including diverse and traditionally underrepresented populations in higher education. • Develop opportunities to maximize campus physical and intellectual resources for broad and deep community impact. • Advocate for capital improvement needs, in collaboration with main campus facilities and program staff. 	50%
<p>B. Campus Management</p> <ul style="list-style-type: none"> • Guide daily operations of the Wausau campus, including responding to personnel, facilities, and budget concerns. • In collaboration with Stevens Point campus staff, set staff direction, guide operations, and prioritize staff duties. • Address student concerns in collaboration with Dean of Students, faculty and Solution Center staff. • Advocate for Wausau campus needs to Stevens Point campus administration. • Strengthen faculty and staff relationships through transparent communication, shared governance, and inclusive management. 	50%
Qualifications – Knowledge, Skills, and Abilities:	
<p>Required Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Master’s degree or professional doctorate • Experience managing people, projects, budgets, and/or facilities • Commitment to an inclusive and team-based approach to management • Demonstrated ability to manage multiple projects and shifting priorities • Excellent communication skills in written and oral form. • Demonstrated commitment to diversity, equity and inclusion. • Experience developing productive relationships with community, government, and/or organizational groups. <p>Preferred Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • PhD in any discipline • Existing ties or relationships to community and governmental organizations 	
Physical Effort/Demands:	
<ul style="list-style-type: none"> • Sitting • Standing • Walking • Lifting your arms above your head to reach high, possibly difficult, areas 	

- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

Equipment Operated:

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

Working Environment:

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date