



Internal/External	External
Position Title	Office of Field Experiences Manager
TTC Title and Code	75% Academic Program Manager (AE024) / 25% Lecturer (TL020)
FTE	100%
Position Information	<p>Principal Work Location: UW-Stevens Point Main Campus, College of Professional Studies</p> <p><u>Supervisor</u>: Lynda Fernholz, Assistant Dean, Head of the School of Education</p> <p><u>Shift</u>: 7:45am-4:30pm, Monday-Friday general office hours. Evening hours as needed.</p>
Department	School of Education
Department Description	<p>The School of Education at UW-Stevens Point is a cohesive team that works together to deliver a nationally ranked program that is recognized for its program outcomes, graduation and retention rates, advising services, student organization opportunities and vast program options. The program houses majors in elementary education, early childhood, special education, offers graduate level licenses, an accelerated certification program in special education, a Masters program in Education, and a Doctoral program in Educational Sustainability. The department also includes the Harju Center of Equity in Education which empowers current and future elementary educators to recognize and address persistent challenges, close achievement gaps, and overcome barriers to provide equitable, inclusive, and responsive instruction to students.</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 www.joinuwsp.org for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com.</p>
Position Summary	<p>The successful candidate for this position will coordinate field experience components including student teaching, and courses with faculty, local school districts, CESA's and other schools, colleges, and departments (SCD). The successful candidate will also teach undergraduate and graduate courses in student teaching supervision, student teaching seminars, and cooperating teachers. In addition, the position includes: (a) screening, advising, mentoring, and placing candidates for student and intern teaching, (b) recruiting, training, coordinating and assessing supervisors (c) develop and maintain professional working relationships with area administrators and educators (d) supervising and coordinating program assistants, academic staff and student workers (e) collecting, analyzing and reporting evaluation data (f) representing the School of Education on committees and professional organizations, (g) researching and developing field experiences curriculum, policy and resources (h) maintaining and improving information systems (i) teaching seminar courses for pre-service teachers and (j) teaching support courses for cooperating teachers (online and hybrid). This position requires some regional travel (including a valid WI driver's license).</p>



Required Qualifications	<ul style="list-style-type: none"> •Earned master’s degree in education or educationally related field •Three years successful teaching or administrative experience in PK-12 setting(s) •Experience with diverse populations in a variety of collaborative settings
Preferred Qualifications	<ul style="list-style-type: none"> •Experience mentoring student/intern pre-service teachers •Demonstrated commitment to reflective teaching practices and flexibility. •Experience and evidence of success with college level instruction both online and in-person. •Experience with coaching and feedback for both pre-service and in-service teachers.
How To Apply	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.
Anticipated Appointment Date	July 11, 2022
Terms of Employment	This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.
Terms of Employment	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 .
Deadline	To ensure early consideration, completed online applications must be received by end of day, 11:59 pm, on May 8, 2022. However, screening may continue until the needs of the recruitment are met. Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:
Required Materials	<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>
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: Maggie Beeber, Undergraduate Education Advising Coordinator and Teacher Certification Officer Chair, Search and Screen Committee Email: mbeeber@uwsp.edu Phone: 715-346-2040</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>



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 <https://www.uwsp.edu/dos/clery/Pages/default.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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