



Internal/External	External
Position Title	Wisconsin K-12 Energy Education Program (KEEP) Outreach Program Manager <b>**Extended Deadline**</b>
TTC Title and Code	Outreach Program Manager (OE008)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Student Services Center <u>Supervisor</u> : Anna Haines, Director
Hours	7:45am-4:30pm, Monday-Friday. Evenings and weekends as needed
Department	Wisconsin Center for Environmental Education
Department Description	The <a href="#">Wisconsin Center for Environmental Education</a> (WCEE) housed in the <a href="#">College of Natural Resources</a> at the University of Wisconsin-Stevens Point is home to several statewide outreach programs, including Wisconsin’s K-12 Energy Education Program (KEEP) and Wisconsin’s K-12 Forestry Education Program (LEAF). The WCEE provides leadership and resources to advance education for sustainable human and natural communities.
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 <a href="http://www.joinuwsp.org">www.joinuwsp.org</a> 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 <a href="http://www.EverythingPointsHere.com">www.EverythingPointsHere.com</a> .
Position Summary	KEEP’s Outreach Program Manager has direct oversight of KEEP outreach and program development, implementation and management. The Outreach Program Manager provides strong leadership by maintaining and enriching the dissemination and incorporation of energy education opportunities into the Wisconsin PK-12 community, and provides visionary and administrative oversight, leveraging funding agencies’ goals and initiatives, to develop PK-12 educator and youth offerings which improve and increase energy literacy in Wisconsin's K-12 school communities as a means of contributing to statewide energy savings. The Outreach Program Manager reports to and works closely with the WCEE Director.
Required Qualifications	<ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field, education, natural resources, science, communication, etc.</li> <li>• At least 5 years of professional experience</li> <li>• Professional experience related to environmental education or sustainability</li> <li>• Program management experience</li> <li>• Program budget development and management experience</li> <li>• Experience in program evaluation</li> <li>• Experience working with stakeholders and developing partnerships</li> </ul>



	<ul style="list-style-type: none"> <li>• Strong and adaptable computer skills, including Microsoft 365 suite apps</li> </ul>
Preferred Qualifications	<ul style="list-style-type: none"> <li>• An active interest in energy topics and issues</li> <li>• Strong interpersonal communication skills</li> <li>• Able to manage multiple projects, establish priorities and meet deadlines while maintaining high quality work and a collegial work environment</li> <li>• Expertise related to energy industry and/or careers</li> <li>• Experience in analyzing data collected as part of program evaluations and development of reports, including program recommendations</li> <li>• Instructional experience teaching in-person and/or virtual interactive lessons to students, educators, or community members in group settings.</li> <li>• Experience preparing materials and/or lessons in a team setting and share expertise in energy and teaching</li> <li>• Experience preparing program proposals to include cost services, number of participants, facility overhead and target populations</li> <li>• Experience acquiring funding from public, private, and/or governmental sources</li> <li>• Willingness to learn website maintenance and desktop publishing sources</li> </ul>
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	July 5, 2022
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>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 <a href="#">Total Rewards page</a>.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on June 5, 2022. However, screening may continue until the needs of the recruitment are met.</p> <p><b>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</b></p> <ul style="list-style-type: none"> <li>- Cover letter addressing qualifications and experience</li> <li>- Resume/Curriculum Vitae</li> <li>- Contact information for three professional references</li> </ul>
Required Materials	<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:          Samara Hamze, Chair, Search and Screen Committee          Email: <a href="mailto:shamze@uwsp.edu">shamze@uwsp.edu</a></p>



University of Wisconsin  
**Stevens Point**

2100 Main Street - Stevens Point, WI 54481  
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[Human.Resources@uwsp.edu](mailto: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:

Human Resources

Email: [human.resources@uwsp.edu](mailto: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](mailto: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/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.

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 have changed. Job duties and responsibilities remain the same. For more information please visit: [wisconsin.edu/ohrwd/title-and-total-compensation-study/](http://wisconsin.edu/ohrwd/title-and-total-compensation-study/)."

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



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