



## Position Description

General Information	
<b>UW System Title:</b>	Assistant, Associate or Full Professor
<b>UW System Code:</b>	FA40
<b>Business Title:</b>	Director of Wisconsin Forestry Center and Professor of Forestry
<b>Supervisor's Business Title:</b>	Dean, College of Natural Resources
<b>Hours/Shift/Work Schedule:</b>	Monday – Friday, 8 am – 4:30 pm
Check as needed:	<input checked="" type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input checked="" type="checkbox"/> Evenings <input type="checkbox"/> On call <input checked="" type="checkbox"/> Varied hours
<b>Principal Work Location:</b>	Main Campus
<b>Department:</b>	College of Natural Resources, Forestry Discipline
<b>Supervisory Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employee Category:</b>	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
<b>FLSA Status:</b>	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
<b>Date Created/Updated:</b>	2/5/2024
<b>Position of Trust:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<small>(Defined as: Having property access, financial/fiduciary duties, and all executive positions)</small>	
<b>Position of Trust with Access to Vulnerable Populations:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<small>(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the <a href="#">University of Wisconsin System Criminal Background Check Policy</a>.)</small>	

Department Description
<p>The Forestry discipline is in the College of Natural Resources (CNR) at the University of Wisconsin – Stevens Point. The College supports premier undergraduate natural resources programs. The CNR has approximately 1,500 undergraduates, 100 graduate students, and over 130 faculty and staff. The college supports undergraduate natural resource programs with disciplines in Fisheries and Water Resources, Forestry, Environment and Society, Soil and Waste Resources, Wildlife Ecology and the Department of Paper Science and Chemical Engineering.</p> <p>The Wisconsin Forestry Center (WFC) is a UW-Stevens Point (CNR) and UW-Madison Division of Extension (Extension) collaborative outreach and engagement center dedicated to serving the needs of Wisconsin’s forestry community through partner-driven professional and workforce development, applied research, and community outreach initiatives.</p> <p>The mission of the WFC is to promote vibrant, sustainable forests and forest-based economies through:</p> <ul style="list-style-type: none"> <li>• coordinating, creating, and disseminating professional training, certificate, and credentialing programs.</li> <li>• devising and implementing novel approaches to workforce recruitment and development.</li> <li>• conducting stakeholder-directed applied research.</li> <li>• partnering with the professional forestry community to develop and administer public outreach.</li> </ul>

### Position Summary

The Director of the WFC is a full-time (12-month), tenure-track, Extension Specialist position that includes 80% Director responsibilities (administrative leadership, grant writing, research, Extension programming, and/or facilitation) and 20% undergraduate teaching (up to 2 courses per academic year). The WFC director plans and provides strategic direction for the Wisconsin Forestry Center (WFC) to advance the mission, goals, and objectives of the center. This position is expected to facilitate impactful Extension forestry research and outreach programming consistent with the WFC mission. The Director will be expected to connect the resources of the WFC to other CNR faculty, staff, and students as well as Extension researchers and outreach programs. The Director is expected to play a leadership and collaborative role in existing and emerging state, regional, and national forestry initiatives, teams, and opportunities. The successful candidate will be poised to be a leader in forestry and forest-related products with a track record of successful leadership, applied research, and innovative outreach. Other expectations include undergraduate and graduate student mentoring and contribution to college and university governance.

<b>Primary Responsibilities</b> (as a guideline, use Job Responsibilities from Job Overview section of the <a href="#">Job Library</a> and support using specifics of the position)	<b>% of Time</b>
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<b>A. Administration and Leadership</b> <ul style="list-style-type: none"><li>• Direct and supervises the Wisconsin Forestry Center programming, budget, and personnel resources.</li><li>• Directs, and implements strategic planning initiatives to ensure appropriate use of financial, administrative, and staffing resources.</li><li>• Securing extramural funding to support strategic planning initiatives aligned with the WFC's mission.</li><li>• Serves as the WFC liaison to internal and external local, regional, and national stakeholder groups to generate support that advances the strategic planning initiatives aligned with the WFC's mission.</li><li>• Provide leadership and collaboration with other UWSP and UW-Division of Extension forestry experts and initiatives.</li><li>• Represent UWSP and Extension Forestry at local, regional, and national levels.</li></ul>	<b>60%</b>
<b>B. Development</b> <ul style="list-style-type: none"><li>• Facilitate, develop, and/or lead extramurally funded Forestry research and outreach including Extension programming and public engagement.</li><li>• Publish and present research in peer-reviewed journals, relevant public outreach outlets, professional and public conferences, seminars, and outreach venues.</li><li>• Develop and secure extramural and philanthropic giving to support the mission of WFC.</li></ul>	<b>20%</b>
<b>C. Academic</b> <ul style="list-style-type: none"><li>• Teach up to 2 courses per year.</li><li>• Facilitate undergraduate and graduate student development.</li><li>• As a faculty member of the Forestry Discipline and CNR, participate in the regular order process for curriculum, strategy, and faculty/staff governance and oversight.</li></ul>	<b>20%</b>

**Qualifications – Knowledge, Skills, and Abilities:****Required Knowledge, Skills, and Abilities**

- Ph.D. in Forestry or a terminal business degree with applications to Forestry or the Forest Products Industry.
- Professional experience in forestry and/or the forest products industry.
- Demonstrated supervisory and leadership skills.
- Outstanding communication skills (written and oral).
- Demonstrated budget development and management skills.
- Proven experience developing and fostering partnerships with stakeholders.
- Experience developing short- and long-term strategic plans for outreach and education programs.

**Preferred Knowledge, Skills, and Abilities**

- Demonstrated record of writing, securing, and implementing external grants and contracts.
- Demonstrated experience in Extension and outreach program development and delivery.
- Demonstrated project management skills.
- Experience working effectively with diverse populations.

**Other – Knowledge, Skills, and Abilities:**

- Job Requires Driving a State Vehicle
- Pre-employment Physical Assessment Required
- Pre-Employment Financial Check Required
- Overnight travel is a requirement of the job (0-5 nights per month)

**Physical Effort/Demands:**

	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Equipment Operated:**

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

**Working Environment:**

The noise level in the work environment is usually quiet. Field-based initiatives and programming will require working out-of-doors in a variety of weather conditions, exposure to insects – some of which may be capable of transmitting disease, and noise levels requiring hearing protection. Hand-held equipment operation may require wearing safety glasses.

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 in 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.

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Employee Name

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Date

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Employee Signature

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Date

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Supervisor Name

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Date

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Supervisor Signature

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Date