



University of Wisconsin-Stevens Point

Announcement No. 25-019LI
JOB OPENING ID: 21839

Internal/External	External
Position Title	Associate Dean of Outreach, Extension and Extramural Programming
TTC Title and Code	Associate Dean (B) [AE126]
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus <u>Supervisor:</u> Dean, College of Natural Resources
Total Rewards	UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$42, 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 assistance is available for this position.
Department	College of Natural Resources
Department Description	The College of Natural Resources is one of the largest comprehensive natural resources undergraduate programs in North America. The strength of our program is its interdisciplinary approach and emphasis on hands-on experiences. The College of Natural Resources has 1,550 undergraduates, 50 graduate students, and over 130 faculty and staff. It is home to disciplines in Environment and Society, Fisheries and Water Resources, Forestry, Soil and Waste Resources, Wildlife Ecology, and the Department of Paper Science and Chemical Engineering.
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 https://www.uwsp.edu/join-uw-stevens-point/ for more information about UW-Stevens Point.
Position Summary	<p>The College of Natural Resources (CNR) Associate Dean of Outreach, Extension, and Extramural Programming will serve on the administrative team of the College and is responsible for providing leadership and supervision for outreach and Extension missions of the College, under the direction of the CNR Dean.</p> <p>This position will serve as a representative of the CNR Dean, and will assist the CNR Dean in providing administrative support to all CNR outreach and extension staff and programs. Administrative support relates to facilitating communications/liaison; providing recommendations on programmatic development, implementation and assessment; providing recommendations in budget and fiscal planning and reporting; leading research efforts; assisting the Dean with facilities related to CNR; and providing personnel recommendations to the CNR Dean or acting upon his/her behalf as authorized and delegated by the CNR Dean. As the CNR administrative team develops, specific responsibilities may shift among the associate deans and/or other administrative team members.</p>
Required Qualifications	<ul style="list-style-type: none"> • A doctorate in a recognized natural resources and conservation field, paper science and chemical engineering, or higher education/organizational leadership. • Minimum of 5 years of professional (post-Doctorate) experience.



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Preferred Qualifications	<ul style="list-style-type: none"> • History of successful grant writing and/or grants management. • Experience with public outreach. • Demonstrated record of successful mentoring of graduate students and/or undergraduate students and their research. • Ability to show sensitivity while maintaining confidentiality for all student/faculty/staff/College issues as appropriate.
How To Apply	<ul style="list-style-type: none"> • Experience with nontraditional delivery of graduate, undergraduate, or non-credit education. • Demonstrated record of collaborative decision making. • Ability to work with legislative contacts (i.e., funding, workforce development, etc.). • Successful supervisory experience. • Experience in workforce development planning and implementation. • Experience or ability to work within the structure and mission of the Cooperative Extension Service with a preference for experience with UW Cooperative Extension.
Anticipated Appointment Date	<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> <p>August 2025</p>
Terms of Employment	<p>This is a limited position, exempt from the Fair Labor Standards Act. Limited appointees serve at the pleasure of the appointing authority and are subject to Chapter UWS 15, Wisconsin Administrative Code, Wisconsin Statutes, Sections. 36.17, and UW System UPG #3.</p> <p>Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e., a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without the need of employer sponsorship) on or before the effective date of appointment. UW-Stevens Point does offer H-1B or other work authorization visa sponsorship for this position.</p>
Deadline and Required Materials	<p>TO ENSURE CONSIDERATION: Applications received by 6/8/2025 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/Curriculum Vitae - Unofficial Transcripts/Official Transcripts <p>(Official Transcripts will be required of finalist)</p> <p>Employment will require a financial and criminal background check. It will also require you to supply three (3) professional references/one (1) of which being a current or former supervisor. (Preference to supply five (5) professional references/two (2) of which being a current or former supervisors.) Your references will be required to answer questions regarding misconduct, sexual violence and sexual harassment.</p>



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Position Contact	<p>For additional information regarding the position, please call or email: Dr. Kevin Masarik, Chair, Search and Screen Committee Email: kevin.masarik@uwsp.edu Phone: 715-346-4276</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 growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."</p> <p>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.</p> <p>The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Campus Safety 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</p> <p>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).</p> <p>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.</p> <p>*PTO offering prorated based on start date and hours worked.</p>



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