



Position Description

General Information	
UW System Title:	Outreach Program Associate Director (B)
UW System Code:	OE020
Business Title:	WFC Associate Director
Supervisor's Business Title:	Director
Hours/Shift/Work Schedule:	08:00 a.m. to 4:30 p.m. Monday – Friday
Check as needed:	<input checked="" type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input checked="" type="checkbox"/> Evenings <input type="checkbox"/> On call <input type="checkbox"/> Varied hours
Principal Work Location:	Main Campus
Department:	Wisconsin Forestry Center
Supervisory Position:	<input checked="" type="checkbox"/> Student/Graduate Assistants <input checked="" type="checkbox"/> Non-Student (FASLI, US, USTE)
Employee Category:	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
FLSA Status:	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
Date Created/Updated:	2/6/2025
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<small>(Defined as: Having property access, financial/fiduciary duties, and all executive positions)</small>	
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" 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 University of Wisconsin System Criminal Background Check Policy.</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"> • coordinating, creating, and disseminating professional training, certificate, and credentialing programs. • devising and implementing novel approaches to workforce recruitment and development. • conducting stakeholder-directed applied research. • partnering with the professional forestry community to develop and administer public outreach.

Position Summary

The WFC Associate Director plays a key role in developing, supervising, and delivering high-quality outreach programs to support the state's forest industry. Collaborating with both internal and external partners, the incumbent will help identify the needs of the forest industry and create both short-term and long-term outreach, training, and research plans to meet those needs.

This position also involves developing strategic plans and policies for new programs. Additionally, the Associate Director will oversee WFC outreach staff, create program plans and policies for both new and existing initiatives, write grants to secure funding for program development, and assist in the development and monitoring of program budgets.

Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the <u>Job Library</u> and support using specifics of the position)	% of Time
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A. Outreach Program Planning and Growth: <ul style="list-style-type: none">• Assist in the development, supervision, and delivery of high-quality outreach programs focusing on forestry professional development, workforce development, applied research, and public outreach.• Develop strategic plans and marketing strategy to address short-range and long-term forestry sector needs in Wisconsin and further the growth of the outreach program, including staffing, funding, and promotion.• Assist in developing policies and procedures to ensure program viability, and sustainability.• Strengthen and expand the WFC's reputation as a leader in the forest industry.• Coordinate with outreach staff in the development of project plans including budgets, marketing, logistics, etc., in support of expanding and improving WFC initiatives.	50%
B. Partnership Development: <ul style="list-style-type: none">• Assist in leading teams of internal and external partners to identify the state's forestry educational, workforce, research, and outreach needs.• Serve as a WFC liaison to internal and external partners, including serving on industry working groups and committees.• Develop new partnerships and foster existing relationships.	20%
C. Administration and Supervisory <ul style="list-style-type: none">• Support the WFC Director with grant and contract administration, staffing, and securing program funding for WFC initiatives.• Aid program development and sustainability by developing project proposals, writing grants, and building industry partnerships• Assist in developing and monitoring project budgets.• Compile and prepare performance and financial reports.• Assist the WFC Director with outreach staff oversight including hiring, transferring, promoting, and managing conduct and performance.• Support employee career development.	30%

Qualifications – Knowledge, Skills, and Abilities:

Required Knowledge, Skills, and Abilities

- Master's degree in forestry, wildlife, natural resources, or related field
- Minimum 5 years of professional experience in natural resources program or project management
- Proven experience developing and fostering partnerships with external stakeholders
- Experience in natural resource outreach program development, leadership, administration, and assessment
- Experience in financial management including developing and analyzing budgets and financial reports
- Proven record of securing grants and/or other funding sources
- Excellent verbal and written communication skills

Preferred Knowledge, Skills, and Abilities

- Evidence of prior supervisory experience, including demonstrated ability to motivate, delegate, and communicate effectively
- Understanding of the forest industry
- Experience developing short- and long-term strategic plans; and marketing for outreach and education programs

Other – Knowledge, Skills, and Abilities:

- Job Requires Driving a State Vehicle
- Pre-employment Physical Assessment Required
- Pre-Employment Financial Check Required
- Independent travel is a core function of the job

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Operated:					
<ul style="list-style-type: none"> 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.					

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