



Internal/External	External
Position Title	Wisconsin Forestry Center Associate Director
TTC Title and Code	Outreach Program Associate Director (B) [OE020]
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus  <u>Supervisor:</u> Director, Wisconsin Forestry Center
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 <a href="#">Total Rewards page</a> . Relocation assistance is not available for this position.
Department	Wisconsin Forestry Center
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>
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="https://www.uwsp.edu/join-uw-stevens-point/">https://www.uwsp.edu/join-uw-stevens-point/</a> for more information about UW-Stevens Point.



Position Summary	<p>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.</p> <p>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.</p> <p><u>Shift:</u> 8:00am-4:30pm, Monday-Friday. Some evening and weekend hours may be necessary to support the needs of the unit.</p>
Required Qualifications	<ul style="list-style-type: none"> <li>• Master's degree in forestry, wildlife, natural resources, or related field</li> <li>• Minimum 5 years of professional experience in natural resources program or project management</li> <li>• Proven experience developing and fostering partnerships with external stakeholders</li> <li>• Experience in natural resource outreach program development, leadership, administration, and assessment</li> <li>• Experience in financial management including developing and analyzing budgets and financial reports</li> <li>• Proven record of securing grants and/or other funding sources</li> <li>• Excellent verbal and written communication skills</li> </ul>
Preferred Qualifications	<ul style="list-style-type: none"> <li>• Evidence of prior supervisory experience, including demonstrated ability to motivate, delegate, and communicate effectively</li> <li>• Understanding of the forest industry</li> <li>• Experience developing short- and long-term strategic plans; and marketing for outreach and education programs</li> </ul>
How To Apply	<p>This position and instructions on how to apply are located on our <a href="#">website</a>. 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 <b>My Activities</b> 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 <a href="#">How To Apply</a> document for more information.</p>
Anticipated Appointment Date	<p>July 2025</p>
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>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 not offer H-1B or other work authorization visa sponsorship for this position.</p>
Deadline and Required Materials	<p><b>TO ENSURE CONSIDERATION: Applications received by 6/4/2025 are ensured full consideration.</b> 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>



University of Wisconsin  
**Stevens Point**

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[Human.Resources@uwsp.edu](mailto:Human.Resources@uwsp.edu)

	<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>- Unofficial Transcripts/Official Transcripts</li> </ul> <p>(Official Transcripts will be required of finalist)</p> <p>Employment will require a 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>
Position Contact	<p>For additional information regarding the position, please call or email:  Jared Schroeder, Chair, Search and Screen Committee  Email: <a href="mailto:jared.schroeder@uwsp.edu">jared.schroeder@uwsp.edu</a>  Phone: 715-346-2084</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: <a href="mailto:human.resources@uwsp.edu">human.resources@uwsp.edu</a>  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 <a href="mailto:hr@uwsp.edu">hr@uwsp.edu</a>.</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 <a href="https://www3.uwsp.edu/protsv/Pages/Clery.aspx">https://www3.uwsp.edu/protsv/Pages/Clery.aspx</a></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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