

Assistant Dean

Legal Title: Assistant Dean (L) - No Prefix

The Assistant Dean is an administrator responsible for managing, overseeing, and coordinating Cooperative Extension efforts within its specified regional zone, either the North, or the South, both of which will consist of (10 - 15 areas). The Assistant Dean provides leadership, management, and support to the Area Extension Directors, and engages with local, state, tribal and federal partners and organizations to promote Cooperative Extension and its mission to utilize evidence-based research and educational programming to address local and statewide priorities. The Assistant Dean in cooperation with Area Extension Directors and county-based Educators will address Cooperative Extension's goal of expanding access to extension programs for underserved populations.

Reporting directly to the Dean of Cooperative Extension, the Assistant Dean serves as a member of the Cooperative Extension Leadership team, and works closely with local, state, and federal organizations, tribal nations, non-profit and non-government organizations, industry, a variety of partner organizations, as well as supervising Area Extension Directors who will lead the work of county extension offices.

The Assistant Dean provides leadership in the areas of strategic management, organizational development, and management of partnerships, while fostering an environment that is inclusive, trusting, respectful and collegial. One position will be located in northern Wisconsin (exact location to be determined based on the successful candidate's preference and availability of suitable space) and one position will be located in southern Wisconsin (preferably Madison). Frequent travel to meet with Area Extension Directors, County Partners, and Cooperative Extension Leadership will be required.

Primary Duties/Essential Job Functions:

Strengthening Partnerships-

- Build, nurture, and maintain partnerships with external organizations
- Actively pursue opportunities for new partnerships and collaborations with local, state, and federal organizations, tribal nations, non-profit and non-government organizations, industry, and a variety of partner organizations
- Develop and deliver communications in regard to county and area needs and priorities across Cooperative Extension
- Strategize and cooperate with Extension personnel and partners to advance expanded access to extension programs for underserved populations
- Promote Cooperative Extension programs to local, state, and federal partners
- Engage with tribal nations around organizational and institutional relationships
- Support and reinforce the need for respectful relationships with underserved communities
- Ensure culturally appropriate programming is provided
- Strategize with, assist, and guide Area Extension Directors with developing effective working relationships with county, tribal, and other partners
- Serve as a resource to Area Extension Directors as they develop county budgets, contracts, and memorandums of understanding

Organizational Leadership

- Serve as a member of the Dean's UW Cooperative Extension administrative leadership team
- Manage recruitment and staffing for Area Extension Director positions
- Supervise, develop and implement policies and practices to promote high-functioning teams and effective and efficient administrative units, especially among Area Extension Directors
- Supervise Area Extension Directors within the specified region and provide appropriate leadership related to position accountability and performance reviews
- Support Area Extension Directors with disciplinary and/or performance issues
- Ensure compliance with civil rights requirements

Qualifications:

Required:

- Master's Degree
- Current UW-Extension Cooperative Extension employee
- Evidence of 3 or more years of successful supervisory experience, with proven ability to lead, develop, and direct leaders
- Experience managing budgets, people, and projects in an institution of higher education
- Evidence of a successful record of building effective working relationships with elected officials at the local, county, state and/or federal level
- Evidence of successful community-based, outreach education experience
- Demonstrated ability to work effectively with underserved communities
- Demonstrated success in dealing with conflict or contentious situations and understanding of conflict approaches.

Preferred:

- Successful record of building, maintaining, and developing working relationships and/or partnerships at the local, county, state, and federal level
- Proven ability to identify and respond to developing trends in the higher education field
- Proven ability to identify and develop plans of action for underserved communities
- Knowledge and skills to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity

TYPE OF APPOINTMENT:

This position is a full time, Limited appointment in the University of Wisconsin-Extensions division of Cooperative Extension. This appointment is a limited appointment within the meaning of Section 36.17 Wisconsin Statutes, the Wisconsin Administrative Code Chapter UWS 15, and the derived policies of the University of Wisconsin System and UW-Extension. This position serves at the pleasure of the Dean. Termination from a limited appointment is not considered a dismissal and is not subject to appeal.

POSITION CLARIFICATION:

This position description is not intended to be comprehensive in nature given the changes in primary duties/essential job functions and position expectations that can occur over time in response to emerging and assessed community, program and organizational needs. Changes to this position description are subject to the approval of the Office of Human Resources and those to whom the position is accountable.

POSITION BENEFITS AND SALARY:

<u>State of Wisconsin benefits</u> (https://www.wisconsin.edu/ohrwd/benefits/), including retirement, vacation, sick leave, health insurance, and other insurances. Starting salary range commensurate with minimum and preferred qualifications: \$90,000 - \$110,000.

EQUAL OPPORTUNITY:

As an affirmative action employer, University of Wisconsin-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. University of Wisconsin-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. *We promote excellence through diversity and encourage all qualified individuals to apply.*

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or speech impaired and need assistance.

CRIMINAL BACKGROUND CHECK:

A criminal background check will be conducted prior to employment. Completed consent forms will be requested following final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

INSTRUCTIONS FOR APPLICANTS:

This position is open to current UW-Extension, Cooperative Extension employees only. For assured consideration, application materials, including all required documents must be received by Monday, March 6, 2017. To submit a completed application, please send an email including the following required application materials to: hrstaff@uwex.uwc.edu, using the subject line: Assistant Dean

Required Application Materials:

- 1. A current resume (not to exceed 4 pages)
- 2. A cover letter (not to exceed 2 pages, using 11 point font), that addresses the following information:
 - a. Specification as to which zone you are interested in applying for (North, South, or either zone).
 - b. What two things excite you most about this position?
 - c. What are the two biggest challenges for this position, and how would you approach them?
 - d. What do you feel your biggest limitation to being successful in this position would be?
- 3. A list of references to include names, contact information, and organizational affiliation.

For questions regarding this position, please contact David Young ($\underline{david.young@uwex.uwc.edu}).$

POSITION POSTED: 02-27-2017 **CLOSING DATE:** 03-06-2017