

**ASSOCIATE DEAN AND DIRECTOR (100%)  
COOPERATIVE EXTENSION**

**POSITION DESCRIPTION AND POSITION VACANCY ANNOUNCEMENT  
APPLICATION DUE DATE: SEPTEMBER 2, 2014**

**ORGANIZATIONAL OVERVIEW:**

The University of Wisconsin-Extension has a long and proud history as the embodiment of the "Wisconsin Idea", i.e., the boundaries of the university are the boundaries of the state. The University of Wisconsin-Extension is one of fifteen institutions in the University of Wisconsin System, each with a Chancellor who reports to the University of Wisconsin System Board of Regents through the System President. [Cooperative Extension](#) is one of four University of Wisconsin-Extension divisions.

All universities engage in research and teaching. The nation's more than 100 land-grant colleges and universities have a third critical mission—extension. Along with teaching and research, land-grant institutions "extend" their resources beyond the campus, to address local, regional and statewide issues through higher education and learning, including community-based, non-formal, non-credit educational programs as well as other education-based strategies and solutions.

With offices in all 72 Wisconsin counties, and three tribal nations, Cooperative Extension educators connect people across Wisconsin with the University of Wisconsin and engages with them in transforming lives and communities. The Dean and Director of Cooperative Extension is the chief academic administrative officer for the Cooperative Extension division. The division has 850 employees.

**POSITION PURPOSE:**

The Cooperative Extension Associate Dean and Director serves as deputy to the Cooperative Extension Dean and Director and provides leadership in collaboration with colleagues and other administrators. The position encourages the creation of inclusive work and learning environments in alignment with Cooperative Extension's [purpose, vision and values](#) in ways that contribute to supportive workplaces.

This position provides day-to-day leadership for divisional administrative operations, educational programs, and the translation of the division's vision into action. The Associate Dean and Director functions within the broad organizational direction provided by the Dean and Director in the implementation of policies. The Associate Dean and Director also advises the Dean and Director on the development of program and administrative policy consistent with the University of Wisconsin System and United States Department of Agriculture/National Institute for Food and Agriculture.

**PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:**

- Serve as deputy to the Cooperative Extension Dean and Director
- Enhance Cooperative Extension's organizational performance through a focus on organizational design, alignment and accountability; collaboration; and professional development designed to meet organizational and individual needs
- Ensure educational planning, program evaluation and all reporting and accountability systems operate in alignment with one another, and with the division's values and strategic directions

- Provide overall leadership for ensuring appropriate internal and external communications
- Provide overall leadership for ensuring divisional compliance with affirmative action, equal employment opportunity and civil rights laws, regulations and policies
- In close collaboration with the Dean and Director and the Director of Fiscal Operations and Budget, ensure that Cooperative Extension follows sound budget and fiscal practices
- In close collaboration with the Dean and Director, through administrative leadership and supervisory relationships, support the work of the following individuals and their units in achieving organizational objectives and ensuring accountability: Regional Directors; Director of Program Development and Evaluation; Human Resource Development Director; Director of Technology Services; Communications Program Manager, and the Director of Diversity and Inclusion
- Support the training and development of Regional Directors, Program Directors, Unit Heads and others contributing to the administrative operations of Cooperative Extension
- Support partnership development between local, state and federal governments and the university
- Support the international engagement of colleagues
- Carry out any other administrative responsibilities as delegated by the Dean and Director

#### **WORKING CONDITIONS:**

- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume regular travel throughout the state, as well as at a regional and national level

#### **POSITION EXPECTATIONS:**

The Associate Dean and Director is expected to contribute to Cooperative Extension's scholarly environment as appropriate for the position and to maintain standards of excellence.

Cooperative Extension's values of community, discovery, relationships, inclusiveness and respect guide the Associate Dean and Director in achieving the position's primary outcomes.

This position is accountable to the Dean and Director of Cooperative Extension on all matters related to (a) program performance and job responsibilities, (b) developing effective external working relationships with clientele groups, other agencies, departments and organizations, (c) continuing professional development, (d) matters related to performance development, salary promotion, vacation, leave of absence, etc., and (e) reporting and program evaluation.

#### **QUALIFICATIONS:**

**TO BE CONSIDERED ELIGIBLE FOR THIS POSITION, YOU MUST MEET ALL OF THE FOLLOWING MINIMUM QUALIFICATIONS:**

- Ph.D. or Ed.D. from an accredited university
- Experience providing administrative leadership and establishing supervisory relationships to develop and implement organizational effectiveness within a large organization
- Understanding, appreciation and commitment to the three functions of a land-grant university - teaching, scholarship/research and Extension/outreach
- Understanding and commitment to the strong partnership between local, state and federal governments and the university
- Commitment and proven record of accomplishments in expanding and fostering inclusion, diversity and pluralism
- Leadership experience in strategic thinking, strategic planning and organizational development
- Public relations skills, including written and verbal communication skills
- Demonstrated ability to communicate effectively and build trust-based relationships across racial, ethnic, cultural, gender, generational and other differences

**PREFERRED QUALIFICATIONS:**

- Emotional intelligence skills that facilitate relationship-building, supportive coaching and problem-solving
- Experience in Extension/outreach
- Experience in building relationships with policy makers and other stakeholders
- Ability to analyze and interpret data
- Demonstrated successful experience working with teams and using collaborative input processes to inform decision-making
- Demonstrated skills in building and maintaining professional work environments
- Computer and other technology skills that support effective administrative and programmatic leadership

**TYPE OF APPOINTMENT:**

The Associate Dean and Director is an academic administrator position, under the terms of a limited appointment. The appointment is made for an unspecified term, at the pleasure of the Dean and Director of Cooperative Extension who is the hiring authority. The successful candidate must have the academic preparation and evidence of scholarship to achieve ranked faculty status within a University of Wisconsin-Extension academic department. Academic department approval allows for the granting of a concurrent faculty appointment as part of the employment contract.

**POSITION SALARY AND BENEFITS:**

Salary range is \$135,000 0- \$155,000, commensurate with qualifications. Excellent State of Wisconsin benefits (<http://www.uwsa.edu/hr/benefits/newemp/orientwrs.pdf>), including retirement, health insurance, vacation, sick leave, and other insurances. Transfer of an existing federal appointment is subject to negotiation.

**OFFICE LOCATION:**

432 N. Lake Street, Madison, WI 53706

**EQUAL OPPORTUNITY:**

As an affirmative action employer, UW-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. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, arrest record or non-program related conviction record; or identity as a veteran, disabled veteran, Vietnam veteran or any other military service. ***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 sight impaired and need assistance. Direct inquiries concerning equal opportunity to: UW- Extension Office of Equity, Diversity and Inclusion; Room 501; 432 N. Lake Street; Madison, WI 53706.

## APPLICATION DEADLINE AND PROCEDURE:

**APPLICATION DUE DATE:** To receive full consideration, application materials must be received by **SEPTEMBER 2, 2014** and include all of the following (**WHEN UPLOADING DOCUMENTS, PDF FORMAT IS PREFERRED**):

- a. **COVER LETTER** that summarizes your interest in the position and how you meet position qualifications.
- b. **PROFESSIONAL RESUME** including related academic preparation, professional work history, as well as administrative leadership experience.
- c. **SUPPLEMENTAL APPLICATION** See below
- d. **CONTACT INFORMATION FOR FIVE (5) PROFESSIONAL WORK REFERENCES** including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include the person's title, e-mail address and telephone number.
- e. **FINAL TRANSCRIPTS** for each of your degrees. Unofficial copies of final transcripts are acceptable when applying for this position. Official final transcripts are required upon hire.

Please upload only the materials requested above. Any documents, other than those requested, will be deleted from your application. Application materials that do not comply with these instructions are incomplete and will not be considered. Applications will be reviewed until a sufficient pool of well-qualified applicants is achieved.

**HOW TO APPLY:** Please submit application materials to Cooperative Extension Human Resource Development Office online using the URLs below. **Once you are in the Candidate Gateway, please make sure to click on the Advanced Search link and enter 9870 into the Job Opening ID field.**

- a. Before you get started with the online application process, we recommend you preview the frequently asked questions (FAQs). To do so, please copy and paste the following URL into your browser. External applicants can also view the FAQs after accessing the online system by clicking on the "Help" link in the upper right corner. [https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ\\_CandidateGateway.pdf](https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ_CandidateGateway.pdf)
- b. If you are applying as an applicant who is NOT currently employed by the University of Wisconsin System, please copy and paste the following URL into your browser: [https://www.careers.wisconsin.edu/psc/careers/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?SiteId=31](https://www.careers.wisconsin.edu/psc/careers/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=31)
- c. If you are applying as a current employee of the University of Wisconsin System, please copy and paste the following URL into your browser: [https://www.hrs.wisconsin.edu/psc/hrsfld/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_EMP.HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_POST&Action=U&HRS\\_PERSON\\_ID=100374](https://www.hrs.wisconsin.edu/psc/hrsfld/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?Page=HRS_CE_HM_POST&Action=U&HRS_PERSON_ID=100374)

**Note:** A criminal records review will be conducted prior to employment. Completed consent forms will be requested at the time of final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

**APPLICANT CONFIDENTIALITY:**

The University will not reveal the identities of applicants who request confidentiality in writing, except that the identities of "final candidates" must be revealed upon request. According to the Attorney General, "final candidates" under Wisconsin Law means the five candidates who are considered most qualified for the position. See Wis. Stat. Sec. 19.36(7)(a).

**NOMINATION PROCEDURES AND DEADLINE:**

Nominations are being accepted for this vacancy through **AUGUST 12, 2014**. Please provide the nominee's name and mailing address in writing to Cooperative Extension Human Resource Development (HRD), 249 Extension, 432 N. Lake Street, Madison, WI 53706 or e-mail: [ces.uwex.edu](mailto:ces.uwex.edu). If known, please provide a current email address for the nominee. The Cooperative Extension HRD Office will invite each nominee to apply and provide position information, application instructions, and information about the University of Wisconsin-Extension and Cooperative Extension. Those individuals nominating others will receive an acknowledgement when the nomination has been processed.

**QUESTIONS:**

Please direct questions about this position vacancy to:

Daniel Malacara  
Chair, Search and Screen Committee  
University of Wisconsin-Extension  
Cooperative Extension  
432 N. Lake Street, Room 623  
Madison, WI 53706  
[daniel.malacara@ces.uwex.edu](mailto:daniel.malacara@ces.uwex.edu)

Sharon Klawitter  
Human Resource Development Director  
University of Wisconsin-Extension  
Cooperative Extension  
432 North Lake Street, Room 607  
Madison, WI 53706  
[sharon.klawitter@ces.uwex.edu](mailto:sharon.klawitter@ces.uwex.edu)



## **Supplemental Application Associate Dean and Director Cooperative Extension**

Please follow these instructions to complete a supplemental application and submit it, along with the application materials specified in the position vacancy announcement.

Please limit your response to **a total of three pages. Information provided beyond the three page limit will not be read.** This supplemental application will also serve as a sample of your written communication skills for application screening purposes.

For full consideration, you are asked to return your response **along with other application materials no later than the September 2, 2014 due date.**

### **Supplemental Application Question**

**How has the depth and breadth of your professional experience prepared you for the Associate Dean and Director position? Please include information relative to the following areas in your response. Thank you.**

**Human Resources**-please include information/examples regarding:

- the number of staff for which you have had administrative leadership and supervisory responsibilities, and the types of positions, e.g., faculty, professional, administrative, student, etc.
- the diversity of the staff you have managed
- accomplishments in expanding and fostering inclusion, diversity and pluralism

**Budget and Finance**-please include information/examples regarding:

- the size and complexity of budgets you have managed

**External Relations and Partnership Development**-please include information/examples regarding:

- partnerships and collaborations that you have successfully developed, supported or sustained

**Support for Organizational Structures and Functions**-please include information/examples regarding:

- experience providing support to shared governance structures, and to colleagues as they pursue scholarship opportunities
- leadership experience in strategic thinking, strategic planning and organizational development
- experience implementing organizational effectiveness within a large organization
- experience providing support to educational planning, program evaluation and reporting/accountability systems
- experience providing leadership for compliance with affirmative action, equal employment opportunity and civil rights laws, regulations and policies
- experience working with teams and using collaborative input processes to inform decision-making