



### Position Description

<b>Classification Title:</b>	Director, Unspecified (7)
<b>Working Title:</b>	Special Assistant to the Chancellor/Managing Director of the Office of Economic and Community Engagement
<b>Supervisor's Working Title:</b>	Chancellor
<b>Hours/Shift:</b>	Ability and willingness to work nights and weekends as needed. Occasional overnight travel throughout the state and beyond will be required.
<b>Department:</b>	Office of the Economic and Community Development
<b>Supervisory Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employee Category:</b>	Limited
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
<b>Date Created/Updated:</b>	August 2021
<b>Position of Trust:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
<b>Position of Trust with Access to Vulnerable Populations:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

Position Summary	
<p><b>The Managing Director will be responsible for advancing our strategic plan, "Purpose Made Possible", specifically by leading efforts to serve our external community for impact in talent development, innovation, and partnerships.</b> Working with the Chancellor, Vice Chancellors, Deans and Directors, this position will have a leadership role in developing strategies for the most effective development and "front-door" access to various campus resources. Reporting with dual lines to the Chancellor and Vice Chancellor for Academic Affairs, the Managing Director of the Office of Economic and Community Engagement (OECE) is responsible for executive-level leadership of a team that includes the Continuing Education unit and coordinating off-campus efforts to establish and cultivate long-term, mutually beneficial relationships with industry and regional community partners. The Managing Director will creatively and intentionally expand a campus culture of business and community engagement and is responsible for the management of external client expectations to ensure the highest level of client satisfaction is achieved.</p>	
Primary Responsibilities:	% of Time Spent
<p><b>A. Economic Engagement.</b></p> <ul style="list-style-type: none"> <li><b>a. Strategic Planning:</b> Provide strategic leadership for economic, workforce development, and community engagement initiatives. Partner with the Chancellor's Chief of Staff and Legislative Liaison on constituent outreach strategies.</li> <li><b>b. Partnership Coordination:</b> Plan, develop, and implement innovative partnerships with business and industry in the Central Wisconsin region to foster</li> </ul>	

a supportive economic development environment including contract and community education.

- i. Interact with chief executive officers of regional business corporations, State of Wisconsin Cabinet officers and Chamber of Commerce leadership to promote public-private partnerships.
  - ii. Facilitate positive collaborative efforts with the regional technical colleges.
  - iii. Assist with identifying and applying for funds through public and private funding sources to create and expand economic partnerships.
- c. System Liaison.** Act as the liaison between UW-Stevens Point and UW-Extended Campus and represent the university on the UW System Continuing Education Executive Council.
- d. Budget Management.** Oversee and manage budget planning and fiscal management strategies for the OECE.
- e. Asset Prioritization.** Develop and manage an asset map program that fosters efficient access to resources available at UW-Stevens Point for internal and external stakeholders.
- f. Outreach Coordination for Brand.** Develop and coordinate a campus outreach plan for participation on regional and statewide committees, task forces, and boards by UWSP leadership, faculty and staff.
- g. Stakeholder Engagement.** Establish and lead a council of civic, community and economic engagement stakeholders to facilitate university wide outreach efforts.
- h. Entrepreneurship Support.** Facilitate entrepreneurship initiatives on campus through development of collaborations between UW-Stevens Point and regional business, partner academic institutions, and external stakeholders.
- i. Economic Impact Storytelling.** Facilitate and enhance the visibility of economic engagement initiatives through collaboration with university entities such as the Wisconsin Institute of Sustainable Technology, UWSP School of Business and Economics, UWSP Small Business Development Center, Central Wisconsin Economics Research Bureau and the UWSP Northern Aquaculture Demonstration Facility.
- j. Brand Liaison.** Act as a liaison with various local, State, and Federal agencies, including: the State of Wisconsin Economic Development Corporation, Wisconsin Economic Development Association (WEDA) University of Wisconsin System (Office of Economic Development), the Central Wisconsin Alliance for Economic Development (Centergy) and the University Economic Development Association (UEDA), as well as other economic development organizations that may be formed in the region.
- k. Community Engagement.** Complete a successful self-study leading to the Carnegie Community Engagement Classification.

<p><b>B. Continuing Education</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Planning.</b> Provide strategic leadership and develop an annual strategic plan for Continuing Education.</li> <li>• <b>Oversight.</b> Provide administrative leadership, direction, management and support for the office of Continuing Education, including direct reports and staff for all efforts related to outreach, non-credit, Small Business Development Center and training programs.</li> <li>• <b>Budget.</b> Oversee and manage budget planning and fiscal management including developing an annual budget and interinstitutional agreement for Continuing Education.</li> <li>• <b>Workforce Development.</b> Work with Academic Affairs to develop, grow, and implement efforts to meet regional workforce needs by offering opportunities for individuals to gain new and relevant competencies, including facilitating discussions regarding the development of new course offerings, trainings, credit for prior learning and experience, and microcredentials.</li> <li>• <b>Revenue Generation.</b> Create revenue opportunities for the University through community partnerships via increased enrollment, executive education, and corporate training.</li> </ul>	
<p><b>C. As Assigned</b></p> <ul style="list-style-type: none"> <li>• <b>Other.</b> Other duties as assigned.</li> </ul>	
<p><b>Qualifications – Knowledge, Skills, and Abilities:</b></p>	
<p><b>Required Knowledge, Skills, and Abilities</b></p> <ul style="list-style-type: none"> <li>• Senior Level Experience. Minimum of seven years of demonstrated senior level experience leading economic development, community engagement or other related initiatives</li> <li>• Engagement and Development Expertise. Extensive knowledge of economic development, community engagement, workforce development and public-private partnerships.</li> <li>• Corporate Relationships. Capability to develop long-term strategies for corporate relationships that expand engagement opportunities for UW-Stevens Point.</li> <li>• Relationship Building. Ability to promote the UW-Stevens Point’s strategic priorities by developing excellent working relations with university leadership, faculty, staff, and affiliates. Excellent interpersonal skills to establish working relationships with other organizations and economic development practitioners</li> <li>• Budgeting. Experience developing and managing complex budgets.</li> <li>• Leadership and Management. Experience leading and managing a programming/educational/project team.</li> <li>• Program Development. Experience developing educational programs.</li> <li>• Enterprise Operations. Knowledge of the operation of large complex organizations, educational institutions and governmental systems.</li> <li>• Higher Education. Have an appreciation and ability to develop an understanding of the unique culture of higher education.</li> <li>• Schedule Flexibility. Ability and willingness to work nights and weekends as needed. Occasional overnight travel throughout the state and beyond will be required.</li> <li>• Influential. Excellent public speaking and written communication skills.</li> <li>• Analytical. Ability to prepare and analyze reports and data.</li> </ul>	

- Bachelor's degree required

**Preferred Knowledge, Skills, and Abilities**

- Graduate degree.

**Physical Effort/Demands:**

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

**Equipment Operated:**

- Various computer systems and/or software, calculator, fax machine, 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.

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Employee Name

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Date

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Employee Signature

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Date

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Supervisor Name

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Supervisor Signature

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