

University of Wisconsin-Stevens Point

POSITION ANNOUNCEMENT NO. 06-24AS01

Position: GEM Sustainable Agriculture and Forestry Program
(Hayes Hill Title): Outreach Program Manager

Position Description: Initiated through the Global Environmental Education (GEM) Center within the College of Natural Resources, University of Wisconsin-Stevens Point under a cooperative agreement with USDA Collaborative State Research, Education and Extension Service, the Outreach Program Manager reports to the GEM Director. Duties of the position include assisting the GEM Director/Principal Investigator in administering and completing all aspects of grant performance of the GEM Sustainable Agriculture and Forestry Program; seeking additional external GEM funds; serving as a GEM staff member and ambassador; and performing other duties as assigned by the GEM Director.

Dept/UnivDescription: GEM's purpose is to pioneer and apply practical learning methods and technology to solve natural resource problems by linking faculty, students, and citizens worldwide (<http://gem.uwsp.edu>). GEM key elements are sustainability, international programming, and leadership development.

Required Qualifications: Master's degree in natural resources, agriculture, rural development, economics or related field; ability to work well in a team environment. Thorough understanding of agriculture and rural development issues and the sustainability concept. Demonstrated multitasking and project management skills, program development, and budget management. Proven capacity to plan, conduct, and produce high quality project deliverables on time and within budget. Strong written and oral communication skills, commitment to a team approach, and the ability to work with diverse groups of people. Sensitivity to cultural diversity issues. Willingness to travel domestically and abroad. Independent "can do" attitude motivated to help the GEM Director and others develop the Global Environmental Management Education Center. Proficiency in Microsoft Office software applications.

Desired Qualifications: Training and experience in initiating and implementing campus- and community-based educational programs focused on sustainable development, agriculture and related microenterprise. Proven track record of successful grantsmanship and relevant research. Fluency in foreign language(s) and relevant professional and/or living experience overseas. Preference will be given to applicants with work experience in international agricultural/ microenterprise development, agriculture industry, extension or outreach education, or experience working with diverse populations of learners/clients.

Appointment Date: Targeting October 15, 2005, or as soon as possible thereafter.

Terms of Employment: Twelve-month, full-time appointment as an Outreach Program Manager, renewable upon satisfactory performance annually up to 4 years.

Application Procedure: Send letter of application, resumé or curriculum vita, copies of transcripts from all colleges or universities attended (with finalists submitting official transcripts), and names, addresses and telephone numbers of three references to: Ms. Stacey Allen; College of Natural Resources; University of Wisconsin-Stevens Point; 800 Reserve Street, Stevens Point, WI 54481

Important: Electronic applications will not be accepted.

Deadline: Screening of applications will begin upon receipt and will continue until the position is filled.

The University of Wisconsin - Stevens Point is an Affirmative Action/Equal Opportunity Employer. Women, minorities, Vietnam era veterans, disabled veterans, and individuals with disabilities are encouraged to apply.

Under a court approved settlement agreement and Wisconsin Statutes, we are required to provide a list of all nominees and applicants who have not requested in writing (addressed to the UWSP Equity & Affirmative Action Office) that their identity not be revealed. Persons agreeing to be final candidates will have their identity revealed as a final candidate.

(Backside of Position Announcement Form)

PLEASE PHOTOCOPY OR PRINT THIS PAGE ON THE BACKSIDE OF THE POSITION ANNOUNCEMENT FORM:

Position Announcement # _____ **Approved By:**

Department Chair/

Associate Dean/

Unit Supervisor _____ Date _____

Dean/Director _____ Date _____

EAA Director _____ Date _____

Vice Chancellor/

Assistant Chancellor _____ Date _____