School of Continuing Education
Position Vacancy Announcement
Outreach Specialist
College for Kids and College for Teens

The School of Continuing Education (SCE) at the University of Wisconsin-Milwaukee (UWM) is looking for an Assistant Director to help in managing the UWM College for Kids (CFK) and College for Teens (CFT) programs. This individual should be hands-on, organized, resourceful, innovative and detail oriented. The successful candidate will join a team of energetic professionals in a dynamic, fast-paced, educational environment and should have the desire to work in a collaborative leadership environment.

CFK/CFT are academic enrichment programs for young students who have high academic potential, an interest in the subject matter and motivation or talent. CFK programs are for children in grades K-8 and CFT programs are for students in grades 9-12. The summer educational supplement program, now in its 35th year, consists of one and two-week classes taught by UWM faculty or highly qualified and experienced instructors. This fun and educational program attracts more than 2,000 students annually with a variety of exciting hands-on learning opportunities in computers, math, science, fine arts and humanities. Summer classes take place in 10-14 buildings located throughout the UWM campus.

The expectation of this position is that the Assistant Director will learn and be able to assume all of the duties and responsibilities of the Director as part of succession planning within the program area. In this role, the individual will work alongside the Director to plan, coordinate and implement the curriculum, services and activities of the UWM CFK/CFT program. Significant responsibilities of this position will be to learn, understand and contribute to all aspects of programming functions, including; evaluating class options, devising contingency plans, recruiting student activities, scheduling classes, developing new programs, researching viable options for new programs, and recruiting and identifying suitable course instructors. This position will have primary responsibility for processing new instructor hires and annual contracts, mandatory training, and supervising ad hoc instructors as well as the program’s student workforce. Under the general supervision of the Director of CFK/CFT, the Outreach Specialist is expected to perform a wide variety of complex duties using a solution-focused approach. As Assistant Director, the Outreach Specialist must possess the ability to exercise good judgment and demonstrate a high level of professionalism and effectiveness in successfully supporting the delivery of enrichment programs with broad focus to children and teens. He/she must be able to communicate and work with professional staff, students and parents/legal guardians, as well as strengthen established relationships and build new partnerships within the community. This position requires a significant amount of outside
contact (may be at off-site locations) and requires varied hours (including occasional weekends) based on program and/or project needs. During the academic year (September – May) the Outreach Specialist will be based at the SCE. During the summer months, June-August, this position will be based at the UWM main campus location and the workplace schedule and environment are challenging.

Summer responsibilities include:
- Directing traffic as part of a team effort for student pickup/dropoff
- Monitoring/supervising (200-225) students during designated ½ hour periods (before/between/after class and during lunch period)
- Travel from class to class/building to building throughout the day several miles traveled (4+) over course of a day (delivering students to classrooms, monitoring/observing instructors/classrooms)
- Assisting with transporting classroom supplies and materials and program equipment (may be tasked with purchasing and bringing items to campus; retrieving supplies for an instructor during class period).
- Willingness to be prepared to work in all types of summer weather conditions (rain/heat/sun) throughout the day

Under the general direction of the Director, duties and responsibilities include:

Plan, coordinate and implement the curriculum, services and activities of CFK/CFT
- Work with the Director to manage all aspects of the program, evaluate options, devise contingency plans and review protocols for emergencies.
- Recruit, identify, interview and select participants; determine scholarship eligibility and apply scholarship funds as available based on identified protocols.
- Identify and develop new instructional programs as part of department goal to expand CFK/CFT program offerings.
- Create and maintain program databases.
- Create promotional materials.
- Work with students and their parents/legal guardians to answer questions, resolve problems, mediate conflicts and, in general, assure a positive experience for all participants so that their goals can be reached.
- Plan/coordinate classes, workshops and field trips, including bus or other alternate transportation when necessary.
- Establish and maintain collaborative relationships within UWM and the community. Work with the Director to develop and implement program policies and procedures focusing on the paperwork and modifications required for students with medical or other special needs.
- Manage all logistics for the STEM Today, Degree Tomorrow program and/or other similar programs, including arranging facilities, recruitment, hiring and supervision of instructors, field trip experiences, and parental consent materials.
- Supervise program activities and resolve conflicts and miscommunications when the program Director is absent.
- Coordinate safety/first aid needs for all department programs.

Hire, train, supervise and evaluate staff
• Work with the Director and Faculty Advisor to identify staffing needs for programs and contribute to recruitment and final hiring decisions of ad hoc instructors.
• Coordinate instructor contract packets and ensure all necessary human resource paperwork and materials including completing I9 and CBC/security documentation are processed timely.
• Develop, schedule and implement the annual instructor orientation including Executive Order #54 training to prepare instructors to be Mandatory Reporters of Child Abuse and Neglect.
• Assist Director with instructors, in particular, focusing on securing supplies, audio/visual needs, and any necessary expense reimbursements.
• Interview, hire and train student support staff; provide day to day supervision of student staff; maintain student work schedule/calendar and approve all student timesheets in HRS.

Fundraising, Budget and Records Management

• Manage and implement the full range of activities to prepare, submit, and manage grant proposals to foundation, corporate, and individual sources.
• Research prospectives for planned giving to CFK/CFT, clear potential sponsors with UWM Foundation and prepare requests for proposals.
• Write letters of inquiry to potential sponsors/donors.
• Manage all grants reporting as required by foundation/corporate donors.
• Research sources of additional funding or revenue for the program.
• Manage biannual grant to the Department of Public Instruction (DPI) to secure pre-college scholarship funds. Coordinate all reporting to the DPI including verification of attendance, scholarship amounts, and requests for reimbursement of funds.
• Work with the Director to manage the fiscal and budgetary aspects of the program in accordance with UWM Guidelines as well as state and federal rules and regulations.
• Monitor expenses, prepare monthly reports and review digressions from original budget with Director in timely manner.
• Monitor instructor requests for supplies ensuring requests are within budget. Arrange for purchase of supplies through a variety of procurement methods; process all reimbursement paperwork in accordance with UWM policies.
• Provide periodic reports to the Director in regards to meetings and attaining program goals and objectives.
• Maintain databases of program activities; students and instructor records; grant/award funding; scholarships, etc.

Marketing, Recruitment and Outreach Activities

• Represent CFK/CFT at meetings and public events.
• Participate in the dissemination of CFK/CFT program information.
• Coordinate in-person program marketing including staffing appropriate family orientated gatherings, camp fair, career days, and Parent/Teacher meetings.
• Assist with the development of marketing materials such as the summer catalog; posters, postcards, and brochures; social media communications.
• Coordinate the maintenance of the UWM CFK/CFT website and Facebook page.
• Answer telephone inquiries, assist with participant registration, and advise students and parents/legal guardians on course selection and program/scholarship requirements.
This is a non-teaching academic staff position, fixed term, 100% appointment, renewable annually, with excellent fringe benefits including four weeks annual vacation.

MINIMUM QUALIFICATIONS:

- B.S. Degree required
- Three years’ experience in an education/training environment working within Grades K-12
- Demonstrated experience in curriculum development, implementation and evaluation
- Excellent, collaborative (team oriented) communication skills
- Proficiency in Microsoft Office Suite software (Access, Word, Excel)
- Must have the ability to travel in Southeastern Wisconsin using one’s own means or public transportation.
- Agree to work extended hours on a daily basis (excluding Saturday/Sunday) from the third week in June through the second week in August when classes are in session without approved time off
- Ability to maintain flexible hours including occasional evenings and weekends when necessary to support CFK/CFT programs
- Must be able to adapt to a challenging workplace schedule and environment during the summer program months (i.e., escorting, monitoring, and chaperoning adolescent students for extended periods each day, in all varieties of summer weather).

PREFERRED QUALIFICATIONS.

- Master’s Degree
- Five or more year’s experience in an educational/training environment working within Grades K-12
- Experience directing or managing student workforce/staff
- Demonstrated experience managing/reconciling budgets with multiple revenue sources
- Experience preparing and submitting grant proposals
- Demonstrated hands on experience with fundraising and scholarships

Salary Range: Range 4, Salary Range, $42,167 - $63,251, ($52,709, midpoint) based on qualifications

APPLICATION DEADLINE: March 25, 2015

FOR MORE INFORMATION: Call Karen Perlewitz, Human Resources, 414-227-3197, kperlew@uwm.edu or visit our website at sce-jobs.uwm.edu

HOW TO APPLY:
All applications must be submitted online through the UWM Human Resources web site. The following link will take you directly to our position: http://jobs.uwm.edu/postings/21653

Completed application materials must include a letter of application addressing professional level work experience and knowledge as it relates to all required and preferred qualifications for the position, a professional resume/vita, and the names and contact information for three professional references.

The names of those nominees and applicants who have not requested that their identities be withheld and the names of all finalists will be released upon request.

UWM is a AA/EEO employer. All qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.


This position requires that a criminal history background check consistent with the Wisconsin Fair Employment Act be conducted.