



**DIRECTOR, UWS INSTITUTE FOR URBAN EDUCATION**  
**Office of Academic and Student Services**  
**Madison/Milwaukee, WI**

The University of Wisconsin System Administration (UWSA) Office of Academic and Student Services is seeking outstanding candidates to fill a full-time, twelve-month, Outreach Program Manager III position as Director of the University of Wisconsin System-Institute for Urban Education (UWS-IUE). The “home-base” for this position may be established in either Madison or Milwaukee, WI at the preference of the top candidate. Due to the nature of the work, there is extensive state-wide travel required (approximately 60% of time), including UW System campus visits. In addition, the Director will need to spend substantial time in Milwaukee working with Milwaukee Public Schools and related community agencies and organizations.

The purposes of the [UWS-IUE](#) are: to increase and improve the pre-service educational opportunities for University of Wisconsin system students who want to be prepared to work in urban education settings; increase the professional educational opportunities for certified Wisconsin teachers currently working in urban settings or who desire to work in urban settings and want to increase their competence to work with culturally and economically diverse students; and create a program that supports research and effective practices in the area of urban education.

**Major Responsibilities:** Reporting to the Assistant V.P. for Academic and Student Services and working in partnership with the Director of PK-16 Initiatives and under the general guidance of the IUE governance and steering committees, the Director of the IUE will be responsible for all aspects of managing the daily operations of the Institute. Furthermore, the Director will be responsible for providing development support including fund raising and grant writing, and will develop and implement educational offerings for pre- and in-service teachers (seminars/workshops) in urban education. The Director is also responsible for coordination of all Institute participants (student teachers, teacher/scholar-in-residence) and s/he will work to establish and maintain collaborative relationships with various institutions, urban public school and community agencies.

As the UWS-IUE is a developing initiative, there is not currently support staff for the program. The Director will be responsible for hiring staff members, within budget limitations, to support the work of the Institute. As the program grows and additional funding is secured, there may be opportunities to hire additional staff members.

**Qualifications:** A Masters degree in Education, Educational Administration, Counseling, or closely related field is required. An earned doctorate in these fields is highly preferred. A minimum of five (5) years professional experience in urban education with P-12 and/or higher education institutions (e.g., teaching, administrative, scholarship and/or relevant consulting) is also required. Highly qualified candidates will also possess the following qualifications:

- Experience managing a developing program consistent with the purposes of the IUE.
- Extensive knowledge and understanding of the issues related to urban education.
- Demonstrated experience associated with the improvement of student learning outcomes and academic success for students in urban settings.

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- Exemplary written and oral communication skills.
- Experience in development and implementation of educational offerings for pre- and in-service teachers (e.g., courses, workshops, seminars, research) in urban education.
- Experience facilitating innovative solutions and approaches in urban settings.
- Demonstrated ability to work with institutions of higher education, urban school districts, and community agencies.
- Demonstrated ability to effectively work with diverse individuals and groups.
- Demonstrated ability to establish and nurture collaborative relationships.
- Ability to be self-directed.

Preferred Qualifications:

- Ability to develop and implement all aspects of a business plan, including budget.
- Ability to work with internal and external constituents such as student teachers, teacher/scholar-in-residence.
- Ability to engage in development activities (e.g., fund raising, grant writing)
- Effective supervisory or leadership skills and experience.

The ability to acquire a valid WI driver's license is a requirement of the position.

**Conditions of Appointment:** This is a full-time Academic Staff position. The Outreach Program Manager III title is assigned to Salary Range UWS 7 (currently \$60,437 - \$90,656). Salary will be assigned commensurate with the candidate's qualifications and experience. An excellent benefits package is also included. Anticipated start date on or after July 1, 2008. Special Note: The UW System conducts criminal background checks for final candidate(s).

*Pursuant to Wisconsin Statutes, upon request we are required to provide a list of all nominees and applicants who have not requested in writing that their identity not be revealed. Persons agreeing to be final candidates will have their identity revealed as a final candidate.*

**To ensure full consideration, complete applications must be received by 4:30 p.m. CST, June 6, 2008.** However, applications will be accepted until the position has been filled. To apply, send a letter of application addressing your qualifications and experiences specifically relating to the responsibilities of this position, a comprehensive resume, the current contact information for three supervisory references, and a statement of whether you wish to have your application held in confidence or made available to the public upon request to: Ms. Demi Wiemann, Office of Human Resources and Workforce Diversity, at [dwiemann@uwsa.edu](mailto:dwiemann@uwsa.edu). **Complete materials should be submitted electronically as Microsoft Word or PDF attachments.** Do not send application materials in the body of an email as formatting will be lost. (If you are unable to submit materials electronically in this format or have application questions, contact Demi Wiemann at 608-263-4390 or by email at the above address for special arrangements.)

*"The University of Wisconsin is an AA/EEO employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members."*