



Working Title: **Associate Dean**

Official title: **ASSOCIATE DEAN(A51NN)**

Degree and area of specialization:

Doctorate Degree in relevant field required.

Minimum number of years and type of relevant work experience:

Minimum Qualifications

1. Experience developing Extension Programs or comparable programming
2. Proven record of research and scholarship including peer reviewed publications.
3. Proven record of securing external grants.
4. Demonstrated supervisory experience of at least 2 years.
5. Demonstrated ability to work effectively with underserved communities.
6. Experience managing budgets and people in institutions of higher education.

Preferred Qualifications

1. 10-years of successful supervisory experience.
2. Successful record of building effective working relationships with elected officials at the local, county, state or federal level.
3. Experience working within a Land Grant Extension Program.

Position Summary:

A senior level administrator who will provide overall management and direction across Extensions Institutes for Youth, Family and Community Development (YFCD). This role will collaborate with and report to the Dean of UW-Madison's Division of Extension. The Associate Dean will supervise the Directors of Extensions Institutes of Positive Youth Development, Health and Well Being, Human Development and Relationships, and Community Development. Successful applicants will need to be qualified for a tenured faculty appointment in the Department of Extension Faculty or another suitable Academic Department at UW-Madison. This is a full-time limited appointment.

- Organizational Strategy and Decision Making - Serve as a core member of the Deans Leadership Team by contributing and developing policies and strategic directions. This includes being the main channel of communication between the Dean of the Extension and Department of Youth, Family and Community Development faculty and staff.
- Nationwide Issues Identification - Communicate and engage with Extension colleagues at regional and national Land Grant Institutions to identify and share emerging issues and innovative programming solutions.
- Partnership Management - Strengthen and manage partnerships and relationships with co-funded faculty and staff, and administrators at schools and colleges at UW-Madison, UW-Stevens Point and UW-River Falls. Collaborate with Extension's assistant deans, associate deans, and area directors to support local priorities and partnerships.
- Budget Management - Oversee and allocate budgets to Institutes and develop strategies to diversify funding pools for the Department of YFCD.
- Research and Scholarship Oversee, support, and promote the development of new programming and program delivery, publish peer-reviewed journal manuscripts, presentations at state, regional and national conferences and successful acquisition of extramural funding.

Principal duties:

The Associate Dean of YFC will be responsible for performing the following tasks:

1. Organizational Strategy and Decision Making
 - Provide strategic insight and direction for research, programming, evaluation and extramural funding for all disciplinary areas within Extensions Department of Youth, Family and Community Development.
 - Oversee the recruiting, hiring and training processes for Institute and Program Managers and YFCD



employees in alignment with system, institutional and divisional policies and practices.

- Manage strategic goals and methodology for uniform evaluation and reporting across all Institutes.

2. Nationwide Issues Identification

- Communicate and collaborate with Extension Programs across the country through meetings and conferences to identify emerging issues that can be integrated into UW Extensions work.
- Liaise between Institute Directors and Dean of Extension to address national emerging issues.

3. Partnership Management

- Align annual strategic initiatives in coordination with Assistant Deans for Local Partnerships and Associate Deans on partner campuses.
- Ensure strategic alignment between Extension Area priorities and Institutes to focus on and apply locally relevant content throughout the state of Wisconsin.
- Negotiate memoranda of understanding and contractual terms with University of Wisconsin campuses for shared personnel and resources.
- Communicate with the Dean of Extension to provide ongoing updates on performance and initiatives of programmatic content in the Youth, Family, and Community Development Department.

4. Budget Management: Manage overall budget for the Youth, Family, and Community Development Department and collaborate with Institute Directors and Assistant Deans to assess and allocate budgeting needs.

- Develop strategies to diversify funding sources for Department of Youth, Family and Community Development.
- Regularly assess expenditures on joint funded faculty and staff positions and ensure accountability and compliance with the requirements of funding sources and needs of Extension.

5. Staff Management

- Supervise Institute Directors
- Collaborate with the Department of Extension Faculty Chair
- Supervise Office Program Assistants that support the Departments and Institutes.
- Regularly Engage with partner schools, colleges, and campuses to evaluate the return on investments for joint positions.

6. External Branding and Communications

- Build relationships with federal bodies, state officials, and municipalities to address mutual priorities and secure external funding
- Spearhead branding opportunities on behalf of the Department of Youth, Family and Community Development.
- Develop new and strengthen existing key strategic partnerships with nonprofit and nongovernment organizations

Additional Information:

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of appointment.

A criminal background check will be conducted prior to hiring.



Employee class: Limited Appointee
Department(s): EXT/YFCD
Full time salary rate: Minimum \$140,000 ANNUAL (12 months)
Depending on Qualifications
Appointment percent: 100%
Anticipated begin date: December 1, 2020
Number of positions: 1
Department Contact:
Daniel Mccusky
21 N Park St
Park St N 21
Madison, WI 53715-1218
Phone: 608-262-2034
Phone TTY: 608-263-2473
Fax: N/A
Email: daniel.mccusky@wisc.edu

HOW TO APPLY:

To begin the application process, click the Apply Now button.

You will be asked to provide a cover letter and cv not to exceed 15 pages addressing your skills and experience as they relate to the qualifications and duties in this job description.

As applicants move on to next steps in the process, they will be asked to provide names and contact information (e-mail address, phone number, and mailing address) of at least three references.

To ensure consideration, application must be received by: November 16, 2020

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <http://www.oed.wisc.edu/478.htm>

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more information on the University of Wisconsin-Madison Office of Human Resources please see <http://www.ohr.wisc.edu/>

*For more information on the University of Wisconsin-Madison see our home page at <http://www.wisc.edu/>
For UW Madison Campus Safety Information see <http://www.students.wisc.edu/safety/>*

