**UNIVERSITY OF WISCONSIN-SUPERIOR**  
Program Administrator, Undergraduate Research, Scholarship and Creative Activity  
**Position Description**

**Working Title:** Program Administrator, Undergraduate Research, Scholarship and Creative Activity  
**Hayes Hill Title/Level:** Outreach Program Manager II, 12-month Appointment, 1.0 FTE, 3 year grant-funded position.  
**Position Reports To:** Associate Dean, Academic Affairs

**Position Summary:**
The Program Administrator will be responsible for directing the functions of and providing vision for the Center for Undergraduate Research, Scholarship, and Creative Activity (URSCA), working with the UW-Superior URSCA Advisory Committee. Undergraduate research, scholarship, and creative activity is an inquiry or investigation conducted by an undergraduate with a faculty mentor that makes an original intellectual or creative contribution in the discipline. The position is responsible for oversight of the UW-S-URSCA; supervision of UW-S-URSCA staff; creation and implementation of new initiatives in support of the growth and development of undergraduate research, scholarship, and creative activity across campus; collaboration with the UW-S URSCA Advisory Committee and faculty in every discipline to support and develop UW-S URSCA programming; representation of UW-S URSCA in relevant institutional initiatives; supervision of student personnel as needed. Three (3) year grant funded position with goals to sustain the program.

**Duties and Responsibilities:**
1. Lead and manage the Center for Undergraduate Research, Scholarship, and Creative Activity (URSCA) and supervise URSCA staff;  
2. Oversee the URSCA budget, including student and faculty stipends, grants (summer, semester, and travel), URSCA publications, and events;  
3. Maximize undergraduate opportunities for URSCA activities at UW-Superior and off-campus;  
4. Advocate for and support students, especially underrepresented minorities, in gaining access to URSCA opportunities on- and off-campus, as well as to graduate/professional school;  
5. Develop classroom presentations on URSCA opportunities, grant writing, and related topics;  
6. Represent, advocate, and articulate the roles, various forms, and importance of URSCA both on and off campus;  
7. Promote and market URSCA programs and activities to the campus community, to the region, state, and national audiences as appropriate;  
8. Act as a campus resource about the inclusion and value of URSCA in tenure, promotion, inclusivity, and collaboration;  
9. Develop, maintain, and assess programming that supports quality student participation in URSCA coursework and in grant-funded opportunities;  
10. Develop, maintain, and assess programming that supports quality faculty participation in URSCA, both within the curriculum and in mentoring individual students and research groups;  
11. Lead ongoing assessment of the scope and impact of URSCA, and present this information to on- and off-campus constituencies for assessment, institutional advancement, and publicity purposes;  
12. Work with University Relations on the development of suitable media, publicity events, and web content;  
13. Develop other activities and programs and pursue grants and funds that aid in the support of the Center by the end of the grant (June, 2016);  
14. Organize intensive short courses related to encouraging undergraduate research, scholarship, and creative activities open to a variety of participants (for year two and three);  
15. Collaborate with faculty and administrators in the other High Impact Practices group (First Year Experience, Academic Service Learning, Writing Across the Curriculum, Global Awareness, Senior Year Experience);  
16. Maintain active research, scholarship, or creative program with the potential of modeling inclusion of undergraduate assistance and or mentoring undergraduates;
17. Compile annual reports on URSCA student involvement and achievements; [Could follow #7 above]
18. Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of academic research, scholarship, and creative practices, structures (including IRB), and functions in multiple areas of the university.
- Demonstrated knowledge of fundraising, budgeting, and/or grant writing.
- Skill in effective project management and process improvement.
- Ability to administer multiple programs with attention to detail
- Ability to coordinate, supervise, and evaluate the activities of staff
- Ability to understand and synthesize information from a wide variety of disciplines and see potential for inclusion and applications.
- Ability to work collaboratively and across disciplines
- Demonstrated problem solving, consensus building, and negotiation skills
- Demonstrated commitment to working with people of diverse backgrounds, including an understanding and respect for cultural, ethnic, gender-related and individual differences, both within and outside of an academic setting.
- Ability to plan, organize and effectively present ideas, concepts, recommendations and reports both orally and in writing.
- Ability to establish and maintain effective working relationships and exercise a high-degree of diplomacy, discretion, and collaboration in dealing with students, faculty, administrators and staff.
- Ability to communicate effectively, both orally and in writing, including public speaking.
- Ability to work under pressure, meeting deadlines, and prioritizing multiple tasks effectively.
- Ability to manage and promote change when necessary while being flexible, inclusive, and creative in meeting challenges in evolving work situations.
- Knowledge of undergraduate student developmental stages and their changing needs.

Minimum Qualifications:
1. 3 years of experience in URSCA-related activities
2. Evidence of research, scholarship, or creative activities
3. Experience in program management
4. Master’s required

Desired Qualifications:
1. Experience mentoring undergraduates in research, scholarship, or creative activities.
2. Experience in program assessment and review
3. Doctoral degree or Post-Master enrollment