UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

Director, Continuing Education and Summer College

POSITION: Director, Continuing Education and Summer College
UW TITLE: Director, Continuing Education (S)
REPORTS TO: Executive Director, Alternative Delivery and Outreach
APPOINTMENT: Annual (12 month) Limited appointment

POSITION SUMMARY: Provide leadership for UW-Superior Continuing Education credit and noncredit academic, professional development, and training programs, and the University’s Summer College and J-Term. Identify and respond to strategic opportunities to meet regional learning needs. Manage resources to meet revenue targets and generate new revenues. Maintain strong working relationships with key partners. Demonstrate professional growth.

DUTIES AND RESPONSIBILITIES:

- Provide leadership for the Continuing Education credit and noncredit academic, professional development, and training programs within the UW-Superior Center for Continuing Education/Extension, and the University’s Summer College and J-Term
- Identify strategic opportunities to respond to regional learning needs in business, government, organizations, and communities. Develop and market programs to meet these needs, in collaboration with the University’s academic programs
- Direct a strong Summer College program to meet undergraduate and graduate program needs
- Assess and refine programs through continuous improvement processes
- Manage fiscal and human resources to meet revenue targets and generate new revenues. Continuing Education is a primarily revenue-based function, with responsibility for an income budget of approximately $1.56 million.
- Maintain strong working relationships with UW-Superior academic programs and administration, and with the UW-Extension Division of Continuing Education, Outreach, and E-Learning
- Serve as a member of the leadership team for the Center for Continuing Education/Extension
- Supervise program managers and other Continuing Education professional and clerical staff
- Demonstrate continued professional growth as evidenced by involvement in professional associations and continuing education
- Other duties as assigned within the Center for Continuing Education/Extension and the University

KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of adult learner concepts and practices
- Knowledge of distance education practices
- Skill in effective leadership and teamwork
- Effective written and oral communication skills
- Skill in operation of communication tools, equipment, computers and relevant software
- Demonstrated ability to work with and advise a variety of racial and ethnic groups and underrepresented populations
- Ability to demonstrate good judgment and analysis in decision-making and problem-solving

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- Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills
- Ability to work in a fast-paced setting as part of a team
- Ability to travel throughout Wisconsin and adjacent states
- Ability to maintain positive interpersonal relationships with students, faculty, staff, and others
- Ability to work with confidential and sensitive information and records

REQUIRED QUALIFICATIONS:

- Master’s Degree from an accredited institution
- Three years of full-time experience directing programs for professional development or academic outreach
- Three years of experience supervising professional staff
- Valid driver’s license

DESIRABLE QUALIFICATIONS:

- Working within Higher Ed education setting