UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Outreach Specialist, Rhinelander Area
Distance Learning Center

POSITION: Outreach Specialist

UW TITLE: Outreach Specialist

APPOINTMENT: Annual (12 month) appointment reporting to the Associate Dean for Distance Learning and Continuing Education

POSITION SUMMARY: Provide professional support to outreach programs. Meet with and advise Distance Learning students. Serve as liaison in the development of programs, and provide program support. Demonstrate professional growth. The position will be based in the Rhinelander, Wisconsin area and require regular travel throughout northern and eastern Wisconsin.

DUTIES:

• Provide professional support to outreach programs of the Center for Continuing Education/Extension through collaborative planning, program development, marketing support, and evaluation support.
• Meet with prospective Distance Learning students at information sessions, transfer fairs, and other appointments, to provide program information and initial advising.
• Advise students completing degrees through the Distance Learning Center
• Facilitate student interaction with UW-Superior campus offices and services.
• Serve as liaison between Continuing Education and business, community, and government organizations in the development of Continuing Education program offerings
• Provide program support for courses, workshops, and conferences
• Coordinate activities with transfer and advising staff at Nicolet Area Technical College and other two year transfer institutions
• Demonstrate continued professional growth as evidenced by involvement in professional associations and continuing education
• Other duties as assigned within the Distance Learning Center and Center for Continuing Education/Extension

REQUIRED QUALIFICATIONS:

• Bachelor’s degree
• A minimum of one year of part-time experience (50% or greater) providing academic advising to students
• Must possess a valid driver’s license
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REQUIRED KNOWLEDGES AND SKILLS:

- Knowledge of distance education practices.
- Knowledge of adult learner concepts and practices.
- Skill in effective leadership and teamwork.
- Effective written and oral communication skills.
- Skill in operation of modern office machines, 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.
- Ability to exhibit creativity, self-direction and the capacity for independent work, multitasking 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.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Must be able to lift 35 pounds.