Working Title: Program Director - Distance Degrees
Official Title: FACULTY ASSOCIATE(D92DN) or ASSOC FACULTY ASSOC(D92FN) or ASST FACULTY ASSOC(D92LN)
Degree and area of specialization: Master's degree in engineering, science, education, business or related area is required.

Minimum number of years and type of relevant work experience: Minimum of five years experience in a technical, education, or management discipline where the applicant planned, designed, implemented, provided training for, or managed engineering or other technical projects. It is essential that the applicant has detailed knowledge and experience with the delivery of online education utilizing the current best practices.

Principal duties: The Department of Engineering Professional Development (EPD) is an internationally recognized, financially self-sustaining academic department within the UW-Madison College of Engineering with an annual operating budget of $13 million dollars. The Department seeks to fulfill the university's commitment to the "Wisconsin Idea" by providing non-credit short courses, customized training, internet delivered distance degree programs, and technical assistance to practicing professionals in a wide range of technical disciplines. The department also offers outreach programs to industry managers, government agency specialists, and K-12 students related to technology management, implementation, and career development.

The department provides outreach in the following audience-focused segments: Energy, Facilities, Infrastructure & Environment, Products & Processes, Technical Communications, and Management & Leadership.

For this position the primary responsibility will be instruction in and program direction of distance delivered online graduate courses and masters degrees in one or more disciplines. Candidates are specifically being sought for master degree programs in the following disciplines: power electronics, engineering controls, polymers, manufacturing, and engineering data analytics. Additional instructional assignments may also be made in other department distance degree programs including engineering leadership, engine systems, sustainable systems, and environmental engineering.

Instructional and program directing activities will include communicating with perspective students, identifying student needs, developing instructional materials for online distribution, teaching on-line, arranging for guest instructors, evaluating results, and maintaining financially self-supporting budgets. The selected candidate must be self-disciplined, motivated and able to work frequently with limited oversight and uncertain information.

This position requires the development of good working relationships and close coordination with UW faculty.

The selected candidate, depending on his/her area of technical expertise and perceived educational needs of department clientele, may also develop non-credit short courses for delivery in campus facilities and over the internet, teach in professional development courses, conduct educational programs at the client's workplace, and provide technical assistance and organizational training.

As a Program Director, the selected candidate is expected to seek out new and innovative ways to provide continuing education to department clientele and others; conduct educational programs that are financially self-supporting; and develop and maintain relationships with other university departments and various outside associations, organizations, and government agencies for the purpose of advancing current knowledge and developing program content.

The selected candidate is also expected to engage in personal professional development that will provide the necessary insights and skills for the continued advancement of the university's commitment to the "Wisconsin Idea."
A criminal background check will be conducted prior to hiring.
A period of evaluation will be required

Employee Class:
Academic Staff

Department(s):
ENGR/ENGR PROF DEVELOPMEN

Full Time Salary Rate:
Minimum $80,000 ANNUAL (12 months)
Depending on Qualifications

Term:
This is a renewable appointment.

Appointment percent:
50% - 100%

Anticipated begin date:
AUGUST 12, 2015

Number of Positions:
2

TO ENSURE CONSIDERATION
Application must be received by: AUGUST 07, 2015

HOW TO APPLY:

Unless another application procedure has been specified above, please send resume and cover letter referring to Position Vacancy Listing #82477 to:
Edie Vitale Phone: 608-263-3646
432 N Lake St Fax: N/A
Extension Building Email: edie.vitale@wisc.edu
Madison, WI 53706-1415

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See RELAY SERVICE for further information.)

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, the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality. In the case where there are fewer than five finalists, the names of the five most qualified candidates must be released upon request.

UW-Madison is required by law to request data from applicants for employment in order to monitor its recruitment and selection practices. In order for us to meet this federal reporting requirement, please go to http://www.oed.wisc.edu/reports-and-forms.htm to fill out the Voluntary Self-Identification of Disability Form and the Applicant Self-Identification Form for Protected Veterans. Please reference the Position Vacancy Number when uploading your completed forms. Completing these forms is voluntary and your responses will be kept confidential and is not considered as part of the hiring criteria.

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

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu

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