

Department: Continuing Education and Extension
Position title: Outreach Program Manager I

Required Qualifications:

- **A minimum of 5-years program development experience within higher education outreach.**
- A bachelor's degree from a regionally accredited college or university required
- Excellent oral, written and interpersonal communication skills. Must be creative, resourceful, and highly organized.
- A self-starter who is comfortable working independently; decisive, yet able to function effectively within a team concept.
- Ability to work with diverse populations, including people of all ages with various racial, ethnic, educational and class backgrounds.
- Ability to interact professionally and comfortably with faculty, peers, administrators and our various publics.

Preferences:

- Master's degree from a regionally accredited college or university.
- Knowledge of Continuing Education Extension programs.
- Supervisory skills.

Position Description:

The Office of Continuing Education & Extension at UW Oshkosh is seeking a motivated, innovative, highly organized Outreach Program Manager to generate new, meaningful and fiscally viable continuing education, as well as to expand existing programs.

As a member of the Office of Continuing Education team, the program manager will provide program development and administration of non-credit and credit personal, professional development programs and summer youth camps. This individual will have primary responsibility for the development of conferences, workshops, and seminars including: planning; development and implementation; instructor recruitment and hiring; budget development and fiscal management; and oversight of programmatic marketing/promotional activities.

Duties and Responsibilities

Needs Assessment & Planning:

Support the strategic plans of the UW Oshkosh Continuing Education office and the Division of Lifelong Learning and Community Engagement. Prepare short- and long-range program planning data. Prepare an annual plan of work. Project student enrollment and revenue targets. Assess community, regional and statewide needs and trends, translating them into quality learning opportunities. Identify new markets to position professional development and personal development programs for future growth and success through market analysis and input from internal and external advisory groups.

Program Development:

Develop new innovative, progressive programming by building, maintaining and strengthening effective relationships within UW Oshkosh and externally with other public and private organizations, institutions, associations, community groups and individuals. Collaborate with appropriate marketing staff to accomplish productive marketing promotional activities as appropriate.

Program Management:

Prepare individual program plans. Develop, monitor and reconcile program budgets. Prepare details necessary for hiring and contracting with instructors, acquisition of facilities and equipment and preparation of instructional materials. Responsible for event management including on-site coordination. Evaluate program content, instructors and operations as they impact each program; develop and conduct participant's program evaluations. Prepare program evaluation data for use in reporting and future program planning.

Serve as administrative liaison with the University of Wisconsin Oshkosh's Learning in Retirement organization. Assume responsibility for special projects as assigned.

Develop and manage effective programs and partnerships. Requires some travel. Evening and weekend hours are sometimes necessary in support of program initiatives.