Context
Come join a University Wisconsin-Extension team that is helping Wisconsin compete in the global marketplace by embracing and utilizing broadband. Our motto is simple and straightforward: “We engage, educate, and train”. We work with local leaders around Wisconsin, most notably in rural parts of the state. Leaders include businesses, elected officials, and key community stakeholders that make up the thread of community. This position primarily focuses on the economics of broadband and the potential for rural small businesses. It is a great opportunity to join the team and shape our new educational efforts in e-commerce. We are looking for someone who has experience in economic development, and who gets jazzed about the possibilities that broadband brings to communities and businesses.

We are a small team that works closely together, very much focused on increasing our stakeholders’ capabilities and capacity through training and education. Minimally, the person will need a bachelor’s degree in Economic Development or related degree and have five years applicable work experience. Strong communication skills, demonstrated teamwork and collaboration skills are all must-haves. A one-year appointment (that can be renewed) with great benefits and an annual salary range of $60,000 to $70,000, UWEX is an equal opportunity employer. For more information about us visit our website: http://Broadband.uwex.edu

University of Wisconsin – Extension
Division of Entrepreneurship and Economic Development
Broadband & E-Commerce Education Center

POSITION DESCRIPTION

University of Wisconsin - Extension Mission: Through the University of Wisconsin-Extension, all Wisconsin people can access university resources and engage in lifelong learning, wherever they live and work.

Working Title: Broadband Economic Development Specialist

Official Title: Senior Outreach Specialist

Geographic Areas Served: Statewide

Office Location: Madison, WI

Type of Appointment: Academic Staff Annual Appointment

Primary Focus of Position: This position is part of the Broadband & E-Commerce Education Center, leveraging the work of the UW-Extension Building Community Capacity through Broadband (BCCB) grants. As the Broadband Economic Development Specialist, this person plays a pivotal role in helping build resources and sharing expertise with Wisconsin communities and core businesses to grow through expanded use of
communications technology. The overall goal of this position is to assist communities in their understanding of the economics of broadband expansion and provide educational guidance and training to broadband stakeholders. This person reports to the Center Director.

**Specific Duties and Responsibilities:**
As primary economic development expert for the Center, this position will have the following primary responsibilities:

1. **Economic Development Outreach, Education and Community Engagement (40%)**
   - Develops and delivers presentations to new and existing stakeholders of the Center including local leaders, community-based Extension educators, economic development professions and businesses.
   - Builds capacity and understanding of broadband as an economic development tool within the University of Wisconsin Extension. This is accomplished through Center team-coordinated professional development offerings, coaching, and the development of education materials and appropriate research findings.
   - Builds and maintains relationships with economic development professionals around the state; ensuring a clear picture of the full breadth of services and support available through the Center and UWEX.
   - Maintains an understanding of industry and technology trends as it pertains to broadband and economic and business development.
   - Works closely with the Director, to explore new project opportunities that encompass economic development and broadband education.

2. **Broadband & Economic Development Research Exploration & Reports Analysis (30%)**
   - Responsible for recognizing emerging current demographic and Economic Development trends on a global, national and state level such as “giganomics”, “gigametrics” and fiber to the home.
   - Reviews public policy reports regarding economic development as it pertains to broadband adoption and utilization throughout Wisconsin, particularly within rural counties and communities.
   - Establishes and maintains cooperative working relationships with economic development professionals to share and learn from research efforts with WEDA [Wisconsin Economic Development Association] and UW-Extension CNRED [Community, Natural Resources and Economic Development] educators; often representing the Center at meetings and Coop Extension gatherings.
   - Works closely with the Public Service Commissions’ broadband mapping team to ensure widespread use of their tools and to continue our collaborative partnership.

3. **Team Collaboration and Project Management (20%)**
   - Assist in providing all Center education and outreach events including High Speed Boot Camps, Summits and special events.
   - Provides general broadband education to a variety of Center stakeholders.
   - Actively work in collaboration with other team members of the Center; sharing expertise and garnering others expertise to fulfill the mission of the Center.
   - Supports and actively engages in established Partnerships of the Center; assisting in successful completion of special endeavors.
Overall Job Requirements

Minimum Qualifications:
1. Bachelor’s Degree in Economic Development or related field.
2. Minimum of 5 years working in Community and Economic Development
3. Strong communications skills with the ability to discuss complicated concepts and influence key stakeholders.
4. Demonstrated teamwork and collaboration in a professional setting
5. A demonstrated understanding of community economics and experience in developing and implementing community economic development strategies

Desired Qualifications:
1. Master’s Degree in Economic Development or a related field.
2. Strong understanding of broadband with demonstrated experience of providing training
3. Proven ability to work creatively and analytically in a problem-solving environment
4. Experience working with economic modeling like Implan or RIMS

Title, Salary and Benefits
This is a full-time (100%) academic staff position. The official title of this position is Senior Outreach Specialist with a working title of Broadband Economic Development Specialist. This position provides a highly competitive salary, dependent on qualifications and experience. Excellent benefits include participation in the Wisconsin Retirement System; life, medical and hospitalization insurance; vacation and sick leave. For a more detailed description of available benefits, please see http://www.uwsa.edu/hr/benefits/uben.pdf

Location
This position is headquartered in Madison, Wisconsin 660 W Washington Avenue, Suite 309. Statewide travel is necessary. For more information about Madison, see www.ci.madison.wi.us. For more information about Wisconsin, see www.wisconsin.gov.

Equal Opportunity
As affirmative action employers, UW-Extension and UW Colleges provide equal opportunity in programs and employment; and are strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. UW-Extension and UW Colleges do not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, arrest record or non-program related conviction record; or identity as a veteran, disabled veteran, Vietnam veteran or any other military service. We promote excellence through diversity and encourage all qualified individuals to apply.

Application Procedure
The position is open until filled.
However, to ensure full consideration please apply by June 6, 2014

A complete application includes the following:
1. A letter of candidacy detailing how your qualifications and experience relate to the responsibilities and qualifications for this position and why you are interested in this position.
2. A presentation related to the topic of Economic Development (e.g. power point, video, outline etc.)
3. Your professional resume.
4. The phone number, address, and e-mail address for three to five references. Describe your relationship with each of the references.
5. A written statement of whether you wish to have your application held in confidence. The University will not reveal the identities of applicants who request confidentiality in writing, except that the identities of “final candidates” must be revealed upon request. According to the Attorney General, “final candidates” under Wisconsin law means the five candidates who are considered most qualified for the position. See Wis. Stat. Sec. 19.36(7)(a).

Electronic submission is strongly encouraged (PDF preferred).
Send materials to karn.litsheim@uwex.edu

Or mail to: Karn Litsheim
660 W Washington Avenue, Suite 309
Madison, Wisconsin 53703-4703

Please direct questions, requests for information to

Angela Schultz, Office of Human Resources
Telephone: (608) 262-9475; Email: angela.schultz@uwex.edu

University of Wisconsin System is an Equal Employment Opportunity/Equal Access/Affirmative Action employer and complies with federal and state regulations. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin or ancestry, citizenship, age, sex, marital status, disability, medical condition, sexual orientation, or status as a veteran. We seek and encourage applications from all qualified individuals.

A criminal records review will be conducted for final candidates. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record. Convictions and pending charges will be considered only if they are substantially related to the circumstances of this position.

Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.