Overview of Institutions
The University of Wisconsin Colleges (UWC), composed of the 13 freshman/sophomore campuses of the University of Wisconsin, offers an Associate Degree in Arts and Science, including an online Associate degree to prepare students for success at the baccalaureate level of education. The University of Wisconsin-Extension (UWEX) leads and coordinates a statewide extension education program in collaboration with the 26 University of Wisconsin campuses, 72 county extension offices, public broadcasting and a host of public and private partners.

Overview of Position
The Special Assistant to the Chancellor for Legislative Affairs reports directly to and represents the Chancellor in legislative relations and constituent/stakeholder activities to generate and maintain support for the UWC and UWEX missions and initiatives at the local, county, state and federal levels of government. The incumbent of this position regularly interacts with county government, state agencies, federal legislators and UW System colleagues. The incumbent will also work on a variety of special projects as assigned by the chancellor.

Primary Responsibilities

- **Government relations**
  1. Provide leadership in the development and implementation of institutional, campus and division strategies related to building and maintaining ongoing, effective relationships at all levels of government.
  2. Serve as a key legislative liaison to provide leadership that advances the institutions’ educational missions with government officials at all levels.
  3. Work with the chancellor and the campus and division leaders in the development of UWC and UWEX budget, advocacy and program related activities to be incorporated in the University of Wisconsin System budget requests.
4. Advise the chancellor and executive staff on government relations. Provide training and consultative assistance to those involved with the legislature and other stakeholders, including strategies for the involvement of local constituents in grassroots advocacy on behalf of the Colleges and Extension.

5. Participate with others in efforts to develop and implement systematic outreach strategies to ensure the successful communication of UWC and UWEX educational program needs and benefits. This includes the proactive development of relationships with elected officials and others (e.g. the Wisconsin County Association, the Wisconsin Towns Association).

6. Actively maintain relationships with UWC campus deans and UWEX deans and directors to ensure a steady and timely exchange of information and availability of consultative services.

7. Track legislative initiatives, federal and state agency budgets and emerging issues that could affect Colleges and Extension funding and programs, or that could benefit from Colleges and/or Extension expertise. Perform statutory research on issues of consequence to UWC and UWEX.

8. Respond to open records requests from elected officials.

- **Special projects**

  Lead, coordinate and/or participate in special projects and initiatives as directed by the chancellor. These may include responsibilities in the areas of development and grants, institutional foundation relationships, projects management, strategic planning, communications and others as assigned.

**Qualities and Qualifications**

The Special Assistant for Legislative Affairs will be an individual of utmost integrity, and will have the ability to work effectively in highly informal settings and possess a high tolerance for ambiguity. To be effective, the Special Assistant must be comfortable with conflict and be able to respond to difficult situations analytically, and not defensively. Energy, highly developed interpersonal skills, persuasiveness, resilience, optimism and a sense of humor are desired qualities.

**Qualifications**

1. A Bachelor’s degree is required. A Master’s degree is preferred.
2. A minimum of three years of experience in legislative relations, public relations, communications, journalism or other relevant experience.

3. Excellent writing and interpersonal skills.

4. Demonstrated experience and skills in cultural competencies.

5. Demonstrated ability to provide leadership for complex projects, handle multiple priorities, and creatively contribute to internal and external relations strategies in a team environment.

6. Demonstrated organizational, analytical and problem solving skills.

7. Demonstrated ability to understand and to work in a dynamic, complex environment.

Other Desirable Qualifications

1. An understanding of Wisconsin statutes, government and political issues.

2. Experience with higher education or educational issues.

3. Familiarity with UW Colleges and UW-Extension programs and their history.

The University of Wisconsin System, UW Colleges and UW-Extension

The University of Wisconsin System consists of 15 public institutions: 2 doctoral universities, 11 comprehensive universities, a system of 13 freshman-sophomore Colleges, and statewide Extension. The UW System serves a total of 160,000 students in undergraduate and graduate programs.

In February 2005, the UW System Board of Regents approved a new administrative structure for the University of Wisconsin Colleges and University of Wisconsin-Extension, in which a single Chancellor provides leadership for both institutions and oversees the integration of their respective administrative offices in Madison. This effort involves a dynamic and evolving partnership of two institutions that is unique among the nation’s university systems. Its focus is on efficiently and effectively expanding access to educational opportunities for all Wisconsin residents. Both the UW Colleges and UW-Extension prominently advance the Wisconsin Idea . . . extending the boundaries of the university to the boundaries of the state.

The UW Colleges, the 13 freshman/sophomore campuses of the University of Wisconsin, offers an Associate Degree in Arts and Science, including an
online Associate degree. Its general education, liberal arts curriculum prepares students of all ages and backgrounds for baccalaureate and professional programs, for lifelong learning, leadership, service, and responsible citizenship. Having evolved from two-year university programming begun in 1919, the UW Colleges provides outstanding academic preparation for students and assures successful preparation for transfer to baccalaureate institutions.

Through the University of Wisconsin-Extension, all Wisconsin people can access university resources and engage in lifelong learning, wherever they live and work. Fundamental to this mission are UW-Extension’s partnerships with the 26 UW campuses, the county and tribal governments, and other public and private organizations. Fulfilling the promise of the Wisconsin Idea, UW-Extension extends the boundaries of the university to the boundaries of the state and helps the university establish mutually beneficial connections with all its stakeholders. For millions of Wisconsin individuals, families, businesses and communities, UW-Extension is the doorway to their public university, enabling them to: achieve personal growth, professional success and organizational effectiveness through formal and informal learning; address the changing needs of the state and society by applying relevant university research; and gain greater access to educational, cultural and civic resources through the use of technologies. UW-Extension programs are delivered through four main divisions: Entrepreneurship and Economic Development; Broadcasting and Media Innovations; Continuing Education, Outreach and E-Learning; and Cooperative Extension.

See the following links for additional information about
- University of Wisconsin Colleges: http://www.uwc.edu/
- University of Wisconsin – Extension: http://www.uwex.edu/

**Salary and Benefits**

The official title of this position is “Special Assistant”. The position is available now and 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 more detailed information on benefits, see http://www.uwsa.edu/hr/benefits/uben.pdf

**Application Procedure**

The position is open until filled. However, in order to ensure full consideration applications must be received by Wednesday, October 10, 2012. A complete application will include the following:
1. A letter of interest addressing the applicant’s qualifications and experience as they relate to the responsibilities of the position.

2. A curriculum vitae.

3. The names, addresses and telephone numbers of at least three references.

4. A completed “Applicant Survey Form” (used for reporting purposes only). The form is available at http://www.uwex.edu/jobs/documents/survey.pdf

In accordance with Wisconsin’s open records law, we are required to provide, upon request, a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The names and titles of all finalists for the position must be disclosed upon request. The form to request confidentiality is available at http://www.uwc.edu/jobs/documents/UWC%20Confidentiality%20Statement.pdf

Please direct requests for information, written nominations and application materials to:

Pam Dollard
Director of Human Resources
UW Colleges
pamela.dollard@uwc.edu
608-890-1066

The University of Wisconsin Colleges is an Equal Opportunity/Affirmative Action institution committed to diversity and inclusiveness among its employees and in its programs, and actively seeks and encourages applications from women, minorities and persons with disabilities.

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.