

# POSITION VACANCY ANNOUNCEMENT

PVL# S11-001

## Administrative Officer

### Entrepreneurship and Economic Development University of Wisconsin-Extension

Division of Entrepreneurship and Economic Development (DEED), University of Wisconsin-Extension has statewide responsibility to enhance the start-up and success of the state's businesses through education, connection to resources and business counseling. The Wisconsin Small Business Development Center (SBDC) statewide network and the Wisconsin Entrepreneurs' Network (WEN) are two core programs of DEED. Through advice, training, and technology development and commercialization resources, the SBDC and WEN help entrepreneurs and established business people create jobs and prosperity.

DEED, located in Madison, Wisconsin, is seeking a talented and experienced individual with university, state and federal funding experience to serve as the Administrative Officer. This position reports to the Executive Director and Associate Director of DEED.

#### SUMMARY OF RESPONSIBILITIES

The primary responsibilities of this position include:

- **Financial and Budget Responsibilities:** Plan, interpret, analyze, and develop fiscal policy; develop and implement the division's annual operating budget; develop, coordinate and monitor the division's fiscal affairs and procedures in accordance with accounting practices and requirements.
- **Inter-institutional Agreement Responsibilities:** Develop annual program plan instructions, evaluate institutional proposals, assess the financial requirements associated with existing and new program operations, draft inter-institutional agreements, and transfer budget authority and funds to appropriate institutions.
- **Federal/State/Partner Award Responsibilities:** Assess the financial and other contractual requirements associated with federal, state and partner awards, develop associated proposals, agreements and contracts, and review funded award requirements; manage the division's extramural funding which includes, but is not limited to, monitoring established metrics and expenditures, and creating reports in accordance with specific award requirements.
- **Procurement Responsibilities:** Develop, implement and oversee the division's procurement activities in accordance with UW-EX, UW System and funding guidelines and requirements.
- **Strategic Plan Responsibilities:** With staff, develop, implement and director strategic plans for the programs and the division.
- **Operations Responsibilities:** Ensure compliance with UW-Extension and grant-related requirements in regard to Human Resources, Communications and Information Technologies.

#### MINIMUM REQUIREMENTS

1. Bachelor's degree.
2. Five or more years of demonstrated fiscal and budget responsibilities involving university, state or federal funds.
3. Demonstrated project and program management skills.
4. Experience in working with diverse teams and individuals.
5. Extensive computer skills including the ability to use word processing, databases, spreadsheets, e-mail and the Internet.
6. Proficient business writing, financial reporting and communication skills.
7. Ability to travel statewide.

#### DESIRABLE SKILLS OR EXPERIENCE

1. Knowledge of the Small Business Development Centers.
2. Bachelor's degree in business, accounting or related field is preferred.

3. Advanced degree in business or accounting or CPA or MBA preferred.
4. Demonstrated project and fiscal management involving multiple and simultaneous initiatives.
5. Demonstrated high degree of self direction, initiative, and motivation.
6. Demonstrated ability to excel in a dynamic environment.
7. Demonstrated leadership skills including adaptability, flexibility and decision making.

### **COMPENSATION**

UW-Extension offers competitive pay and a highly competitive benefits package (<http://www.uwsa.edu/hr/benefits/uben.pdf>); the full-time salary rate for this position is \$ 53,249 - \$79,873. Actual salary will be commensurate with skills and experience.

### **APPOINTMENT**

This is a full-time position available September, 2010.

### **APPLICATION PROCEDURE**

Applicants should submit a cover letter describing their qualifications and experience as they relate to the responsibilities listed above, a professional resume, and the names, addresses and telephone numbers of three references.

Position will remain posted until filled.

For reporting purposes only, all applicants are requested to submit an "Affirmative Action/Equal Employment Opportunity Data Sheet" available at <http://www.uwex.edu/jobs/documents/survey.pdf>.

Under Wisconsin Statutes, UW-Extension is required to provide, upon request, a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The identities of all finalists must be released upon request. The request for confidentiality form is available at <http://www.uwex.edu/jobs/documents/notice.pdf>.

Applications should be addressed to:

Emily Barth  
UW-Extension, Division of Entrepreneurship and Economic Development  
432 N. Lake Street, Room 423  
Madison, WI 53706  
Phone: 608-263-7794  
Fax: 608-263-7830  
Email: [emily.barth@uwex.edu](mailto:emily.barth@uwex.edu)

For a detailed position description, go to [AdministrativeOfficePD](#) or contact Emily Barth at the contact information listed above.

The University of Wisconsin-Extension is an Affirmative Action/Equal Opportunity employer and actively seeks and encourages applications from women, minorities and persons with disabilities. It is our policy to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment.

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