

Cooperative Extension Human Resources

Contact Cooperative Extension Human Resources by calling 608.263.1945; faxing 608.262.9462; or emailing ces.jobs@uwex.edu.

Name and Contact Information	Key Position Responsibilities
<p>Mary Detra, Human Resource Coordinator (Liaison to the Dean for Academic Departments) Room 247, Extension Bldg 432 North Lake St. Madison, WI 53706 mary.detra@ces.uwex.edu 608-265-9887</p>	<ul style="list-style-type: none"> • Serves as administrative liaison between the Dean and Academic Departments • Develops tenure timeline for all untenured faculty and answers questions related to timelines • Screens application materials and participates in screening and post interview discussions (county-based positions) • Serves as Dean's HR representative for academic staff title prefix reviews, including calculating length of service for potential applicants • Reviews and finalizes position paperwork prior to posting • Prepares reports for System related to faculty promotions and renewals
<p>Sharon Klawitter, Human Resource Development Director Room 607, Extension Bldg 432 North Lake St. Madison, WI 53706 sharon.klawitter@ces.uwex.edu 608-265-3372</p>	<ul style="list-style-type: none"> • Divisional HR lead role • Provides counsel to hiring authorities on new vacancies and other HR matters • Serves as HR policy resource • Facilitates employee and organization development efforts (RBC, NCO, MAT) • Provides performance coaching • Serves as staff to administrative search and screen committees • Provides leadership to the HR Network • Screens application materials and participates in screening and post interview discussions (non-county-based positions)
<p>Angie Koppen, Human Resource Coordinator Room 249, Extension Bldg 432 North Lake St. Madison, WI 53706 angie.koppen@ces.uwex.edu 608-265-3373</p>	<ul style="list-style-type: none"> • Coordinates interview logistics, applicant communications and scheduling • Lead support for SharePoint • Divisional HRS representative • Supervises office operations including students • Provides counsel for leave of absence requests for Family and Medical Leave Act (FMLA) • Assists in processing criminal record reviews; answers questions • Answers questions regarding posting vacancies and timelines • Lead role in HR Sub-committee for Classified Staff Organization
<p>Kurt Rose, Human Resource Coordinator Room 245, Extension Bldg 432 North Lake St. Madison, WI 53706 kurt.rose@ces.uwex.edu</p>	<p>During the first six months of his new position, Kurt will be learning the following responsibilities:</p> <ul style="list-style-type: none"> • Screens application materials and participates in screening and post interview discussions (county-based positions) • Plays a lead role in diversity recruitment planning to strengthen diversity recruitment efforts • Divisional NCO coordination and logistics role • Answers questions regarding posting vacancies and timelines

