Position Description

Position Title: Information Processing Consultant
Working Title: Educational Technology Specialist
Unit: Business and Entrepreneurship
Institution: University of Wisconsin-Extension
Work Location: UW-Extension Building - 432 N. Lake St, Madison, WI
Employee Class: Academic Staff
Full Time Salary Rate: Minimum $42,167 ANNUAL (12 months), depending on qualifications
Term: This is a renewable appointment.
Appointment percent: 100%
Anticipated start date: APRIL, 2015

TO ENSURE CONSIDERATION
Application must be received by: Priority date: March 18, 2015; however, position will remain open until filled.

POSITION SUMMARY:
The purpose of this position is to provide direct support and creation of web-based interactive applications for the Division for Business and Entrepreneurship staff involved in providing educational and administrative resources. This position coordinates its efforts with those of the subject matter experts, program and technology staff, graphic designers, and others as needed to create applications to meet the specific educational and program management goal(s) of the division staff.

This position is part of the Division for Business and Entrepreneurship, which is a work unit within the University of Wisconsin-Extension. The Division for Business and Entrepreneurship fosters, supports, and coordinates entrepreneurship and business development activities occurring at the University of Wisconsin campuses and the communities they serve. We do this through partnerships with governmental entities, educational institutions, non-profit organizations and the business community.

MAJOR DUTIES AND RESPONSIBILITIES:

- Consult with colleagues, and other subject matter experts to determine educational technological needs, identify and recommend existing options, and architect and develop new solutions.
- Analyze, design, and lead the development and implementation of web-based administrative and educational technologies.
- Integrate a scholarly approach to job related responsibilities including the research, design, and dissemination of new knowledge through papers, presentations and other scholarly activities.
- Utilize shared organizational decision making process in evaluating, recommending, and implementing options and alternatives relating to new technology adoption, initiative or change implementation.
- Design, develop and maintain visually appealing divisional, center and program websites (master pages, user controls, web parts and limited server-side code).
- Facilitate teams of stakeholders and collaborate with upper level management on complex projects, strategic planning, and technology solutions.
- Translate the UW-Extension mission and strategic initiatives into Web and technology initiatives.
- Apply advanced applications programming concepts to design, develop, modify, debug and evaluate highly complex programs for functional areas.
• Evaluate emerging online or technology assisted educational tools and make recommendations for use; integrate technological innovations into the development process.
• Create and execute project plans in a timely manner following a project delivery approach to design and development work. Plan, execute, and measure work results.
• Work collaboratively to design and/or develop web applications for internal, organizational, and partner/client use.
• Provide technical and design assistance to staff.
• Work on multiple projects concurrently, monitor activity, progress, and time related to project development.
• Implement design templates and graphical user interfaces.
• Implement changes and maintain web applications based on feedback from staff and clients.
• Serve as project team lead on assigned projects.
• Complete other duties as assigned.

MINIMUM QUALIFICATIONS:

• Bachelor’s degree and five years related experience.
• Demonstrated proficiency in website design, implementation and maintenance.
• Expertise in multiple web CMS platforms, such as: Drupal, WordPress and base HTML.
• Experience with implementing SEO and mobile responsive designs.
• Familiarity with compliance design and testing to meet accessibility standards.
• Demonstrated skills in project and team management, project coordination or management, collaboration with external and internal clients.
• Excellent oral and written communication skills.
• Proficiency in multiple web-based programming languages, such as: PHP, ColdFusion, ASP.Net.
• Proficiency in HTML, JavaScript, and CSS.
• Proficiency in databases such as: Oracle, MYSQL, SQL Server.
• Familiarity with the ITIL Framework.

DESIRABLE QUALIFICATIONS AND POSITION COMPETENCIES

• Experience and knowledge of the mission, structure, and function of UW-Extension Division for Business and Entrepreneurship.

ADMINISTRATIVE RELATIONSHIPS
This position works under the direct supervision of the Information Technology Manager, who reports to the Division for Business and Entrepreneurship Executive Director.

HOW TO APPLY
Priority deadline to apply is March 18, 2015; however, this position will remain open until filled. A complete application will include the following:

1. A letter of candidacy detailing how your qualifications and experience relate to the responsibilities and qualifications for this position.
2. Your professional resume.
3. The names, addresses and telephone numbers of at least three references who can attest to your professional capabilities. Please describe your relationship with each reference.
4. 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 their application.)
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).)

5. An applicant survey form (used for reporting purposes only) available at http://www.uwex.edu/jobs/documents/survey.pdf

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

Or mail to: Donna McLaughlin
432 N. Lake Street, Room 423
Madison, Wisconsin 53706

Please direct questions, requests for information and written nominations to Donna McLaughlin, Division for Business and Entrepreneurship
Telephone: (608) 263-7794; Email: donna.mclaughlin@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.