The Interim Director will provide leadership and visibility for graduate education at the University of Wisconsin-Stout. In this role, the Interim Director will have responsibility for all operations of the Graduate School. The Interim Director will work with others to maintain and insure the academic quality and accreditations of graduate programming while implementing respective institutional policies, allocating graduate student scholarships and assistantships, and work with graduate program directors, deans, and faculty to develop new, market-driven programs. The Interim Director will also collaborate with others to attract, serve, and retain graduate students at UW-Stout. Further, The Interim Director will develop and implement goals and objectives for the Graduate School aligned with the university’s strategic plan and accreditation requirements. This is a full-time, 12-month appointment reporting to the Provost and Vice Chancellor of Academic and Student Affairs.

Responsibilities to include:

**STUDENT RECRUITMENT/ MARKETING**
- Collaborate with the academic deans, graduate program directors, UW-Stout Online, Enrollment Services/Admissions, University Marketing and the Office of International Education, to coordinate graduate student recruitment efforts.
- Partner with University Marketing to implement graduate student and graduate program marketing efforts. This includes the oversight responsibilities to insure continual updates of graduate student publications, website information and other promotional materials.
- Represent the Graduate School externally to stakeholders including community organizations, area employers and professional associations.
- Conduct market research to identify new program opportunities, review competitive programs and determine trends in graduate education.
- Identify external sources of funding for graduate programs/services and assist in writing grant proposals.

**ENROLLMENT PLANNING AND MANAGEMENT**
- Partner with the academic deans and graduate program directors to develop an enrollment management plan for the Graduate School.
- Work with graduate program directors and academic colleges to establish enrollment goals and monitor enrollments and student progress in each program, in alignment with program-specific accreditations.
- Chair the Graduate Enrollment Management Advisory Subcommittee.

**TECHNOLOGY/INFORMATION MANAGEMENT**
- In coordination with Enrollment Services/Admissions, the Office of International Education, UW-Stout Online and others, implement technology-based services for graduate students.
- Upgrade and oversee the information management processes currently used by graduate program directors and the Graduate School Office.
SUPERVISION
- Supervise the staff in the Graduate School Office.
- Continually review office operations to ensure quality “customer service” to faculty, students and external stakeholders.

FINANCIAL MANAGEMENT
- Provide leadership for budgetary management of graduate school accounts and accessing new revenue streams.

REPRESENTATION
- Represent the Graduate School on UW-Stout and UW System councils, committees and taskforces dealing with curriculum, educational policies, financial aid, and other issues that affect graduate programs and students.
- Represent the Graduate School on the Provost Council, Deans’ Issues, Strategic Planning Group and the Chancellor’s Advisory Council.
- Chair the Committee on Exceptions to Graduate School Policies. As such, makes arrangements for all meetings of this committee and maintains accurate records of the actions and decisions of the committee.
- Serve as ex-officio member of the Curriculum and Instruction Committee and Graduate Education Committee.

REVIEWS AND APPROVES
- Provide interpretation of Graduate School policies and procedures for university personnel, students, and outside agencies.
- Review and approve all applications for Degree Candidacy, Student Research Papers, and Appointment of Research Advisor/Chair/Committee Forms.
- Serve as the resource and approval person for graduate student residency appeals.
- Oversee procedures for the approval process for appointment of faculty members to Graduate Faculty Status.
- Oversee the preparation of the Graduate School Annual Report at the time of review.
- Work with Human Resources on preparations for the orientation of the new Graduate Program Directors.

MINIMUM QUALIFICATIONS
- Terminal academic degree required.
- Demonstrated research portfolio.
- Demonstrated knowledge of graduate curriculum and online programming.
- At least three years of relevant experience in an administrative environment involving graduate education activities such as marketing, research, student enrollment, program assessment, program development, accreditations, and/or online learning platforms.
- Experience in cross-discipline collaborations.

APPLICATION: Interested applicants should email a vitae, letter of interest, and list of three (3) professional references to the Provost’s Office Associate, Christine Fiorani: fioranic@uwstout.edu by April 6, 2015.