



## **ASSOCIATE EDITOR (50%)**

### **Position Description and Position Vacancy Announcement**

**Application Due Date: May 26<sup>th</sup>, 2015**

**COOPERATIVE EXTENSION VISION:** To be a thriving, well-known and sought-out educational resource that reflects the rich diversity of the state.

**COOPERATIVE EXTENSION PURPOSE:** We teach, learn, lead and serve, connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.

**WORKING TITLE:** Associate Editor (50%)

**OFFICIAL TITLE:** Associate Editor

**GEOGRAPHIC AREAS SERVED:** Statewide

**OFFICE LOCATION:** Extension Building, 432 N. Lake Street, Madison, WI 53706

#### **TYPE OF APPOINTMENT:**

This position is fixed-term, terminal academic staff appointment in the University of Wisconsin-Extension, Division of Cooperative Extension. The appointment is anticipated to begin in early 2015 and end on 12-31-17. Reappointment after this initial appointment is not intended.

#### **POSITION PURPOSE:**

The University of Wisconsin-Extension has a long and proud histories as the embodiment of the “Wisconsin Idea”, i.e., the boundaries of the university are the boundaries of the state. The University of Wisconsin-Extension is one of fifteen institutions in the University of Wisconsin System, and [Cooperative Extension](#) is one of four University of Wisconsin-Extension divisions. With offices in all 72 Wisconsin counties, and three tribal nations, Cooperative Extension educators connect people across Wisconsin with the University of Wisconsin and engages with them in transforming lives and communities. The division has 850 employees.

This grant-funded Associate Editor position serves as the liaison between editorial content production and online production of Learn More. This position is responsible for coordinating and packaging the transfer of information from various sources to production. In addition, the Associate Editor will be responsible for managing schedules for transmitting content, maintaining records, meeting with Learn More teams, tracking analytics and creating status reports. The Associate Editor will be responsible for working in collaboration with other program support units, such as Publications, Communications, Distance Education and others.

#### **PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:**

- Assist in determining the content of the online published products
- Maintain responsibility for specific parts of the published content

- Work in collaboration with program area communicators and other staff to create news packages for *Learn More*
- Conduct preliminary research on the content to be published
- Proofread content to ensure correct text
- Copy/edit contents of the work done by in-house authors and other sources
- Work closely with designers and tech services
- Provide editorial help for content
- Participate in meetings and events as necessary
- Reach and engage diverse audiences in ways that are inclusive and do not discriminate to ensure full access to programs, facilities and educational services
- Build, strengthen and sustain trust-based relationships to promote cooperative and respectful work environments
- Develop and maintain relationships with programmatic and funding partners in ways that effectively communicate the value of Extension
- Develop and follow a professional development plan by attending conferences, reading trade journals, and training in new technologies
- Be responsive to evolving position, program, office and organizational needs; perform adjusted or additional duties as requested

#### **WORKING CONDITIONS:**

- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume occasional travel within the state
- Work occasional evenings, as needed, to meet position needs

#### **POSITION EXPECTATIONS:**

The Associate Editor aligns the work of this position with the purpose, vision and values of Cooperative Extension in ways that contribute to supportive workplaces. The values of community, discovery, inclusiveness, relationships and respect guide the Associate Editor in achieving the primary outcome of the position.

The Associate Editor is expected to contribute to the scholarly environment of Cooperative Extension as appropriate for the position. Standards of excellence are expected to be maintained throughout the Extension career of the academic staff member.

The Associate Editor actively participates in the shared governance and policy development of the institution, personally or through representatives, to ensure representation in matters affecting academic staff.

The Associate Editor meets the reporting accountabilities and performance expectations of the position in collaboration with the University of Wisconsin –Extension, Cooperative Extension Integrated Marketing Communications Manager.

#### **TO BE CONSIDERED ELIGIBLE FOR THIS POSITION, YOU MUST MEET ALL OF THE FOLLOWING MINIMUM QUALIFICATIONS:**

- Bachelors degree
- Ability to write and synthesize information for a variety of platforms
- Demonstrated editing skills
- General computer knowledge; skill in document editing software, like Microsoft Word
- Entry-level web publishing knowledge

- Knowledge and skills to effectively engage with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity

**BEST QUALIFIED APPLICANTS MAY ALSO DEMONSTRATE THE FOLLOWING PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Bachelors degree in one of the following disciplines: Journalism, English, Communication, Media Arts
- Knowledge of programs like PhotoShop and InDesign
- Familiarity with HTML, WordPress and template generation
- 1-5 years of experience designing a variety of communication and marketing materials for various platforms
- Ability to manage multiple projects in a fast-paced, deadline-driven environment
- Strong interpersonal skills in a team setting and on an individual basis
- Proven ability to build consensus and work effectively within a cross-programmatic team
- Familiarity with SharePoint
- Exceptional communication and organizational skills; ability to train colleagues on design content
- Knowledge of the legacy of Cooperative Extension as part of the U.S. system of land-grant institutions, dedicated to service in the public good
- Strong communication and listening skills
- Demonstrated ability to work with a close deadline, demonstrating creativity and flexibility

**ORGANIZATIONAL COMPETENCIES:**

Individuals who demonstrate increasing capacity in the following organizational competencies, as indicated by the examples listed below, are likely to experience higher levels of success within their Cooperative Extension positions:

**LEADERSHIP**

Inspires respect and trust; Practices strategic, shared and ethical decision making; Clarifies expectations and accepts feedback; Shows personal responsibility and follow through on commitments; Adapts well to change or unexpected events in the work environment; Finds solutions; Is willing and motivated to learn.

**RELATIONSHIP-BUILDING**

Works in ways that support mutually beneficial partnerships, including being tactfully and diplomatically responsive to others and maintaining confidentiality; Understands group and team dynamics; Gives appropriate recognition to others; Chooses appropriate Extension roles in conflict situations; Manages interactions successfully through an awareness of emotions for oneself and others.

**INCLUSION**

Recognizes, understands and appreciates the culturally different ways in which others express themselves; Treats others with dignity, respect and consideration; Demonstrates active, intentional and ongoing engagement with diversity through programming and outreach efforts

**COMMUNICATION**

Listens and seeks clarification; Adapts and varies communication to fit cultural contexts and circumstances; Demonstrates effective communication technology skills and presentation skills; Writes clearly and informatively; Possesses marketing skills to strengthen understanding of the value of Extension

**POSITION CLARIFICATION:**

This position is subject to University of Wisconsin System, University of Wisconsin-Extension and Cooperative Extension human resource policies. This position description is not intended to be comprehensive in nature given

the changes in primary duties/essential job functions and position expectations that can occur over time in response to emerging and assessed community, program and organizational needs. Changes to this position description are subject to the approval of the Cooperative Extension Human Resource Development Office and those to whom the position is accountable.

#### **POSITION BENEFITS AND SALARY:**

State of Wisconsin benefits (<https://www.wisconsin.edu/ohrwd/benefits/>), including retirement, vacation, sick leave, health insurance, and other insurances. Starting salary commensurate with qualifications: \$36,790 to \$55,184 @100%.

#### **EQUAL OPPORTUNITY:**

As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or speech impaired and need assistance. Direct inquiries concerning equal opportunity to: UW-Extension Office of Equity, Diversity and Inclusion; Room 501; 432 N. Lake Street; Madison, WI 53706. 608.262.0277 (Office); 608.890.0259 (Fax.)

#### **CRIMINAL BACKGROUND CHECK:**

A criminal background check will be conducted prior to employment. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

#### **APPLICATION PROCEDURE AND DEADLINE:**

1) **APPLICATION DUE DATE:** May 26<sup>th</sup>, 2015] [due date will be inserted by HRD after posting is approved]  
Applications received after the application due date will be accepted through the conclusion of the initial application screening process.

#### **2) APPLICATION INSTRUCTIONS:**

Applications that do not comply with these instructions are incomplete and will not be considered. To receive full consideration you must submit **all** of the following documents. when uploading documents, pdf format is preferred. Any documents, other than those requested, will be deleted from your application. Application materials that do not comply with these instructions are incomplete and will not be considered.

- a. **COVER LETTER** (up to two pages) in which you summarize how your qualifications meet those of the position. Please note that your response will be evaluated not only for content but for written communication skills as well. You are encouraged to refer to formal education, training, professional work history, volunteer work, research and any related life experiences in your response. Please follow the guidelines below to ensure your cover letter is as complete a summary of your qualifications as possible:
  - Prepare a summary paragraph for each of the listed **MINIMUM QUALIFICATIONS**.
  - Include a paragraph that summarizes the **PREFERRED** knowledge, skills and abilities which you possess as particular strengths, beyond the minimum qualifications.
  - If an Initial Position Focus is specified on the first page of the position description, describe any relevant experience you have related to the Initial Position Focus.

- b. **PROFESSIONAL RESUME**, including related education, professional work history and volunteer experience.
- c. **CONTACT INFORMATION FOR THREE (3) PROFESSIONAL WORK REFERENCES**, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include their title, e-mail address and telephone number.
- d. **FINAL COLLEGE TRANSCRIPTS** for each of your degrees. Unofficial copies of final college transcripts are acceptable when applying for this position. Official final college transcripts are required upon hire.

### 3) HOW TO APPLY ELECTRONICALLY:

Please submit application materials in PDF format (preferred) to Cooperative Extension Human Resource Development Office online using the **Candidate Gateway** web URLs below.

- a. Before you get started with the online application process, we recommend you preview the frequently asked questions (FAQs). To do so, please copy and paste the following URL into your browser:  
[https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ\\_CandidateGateway.pdf](https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ_CandidateGateway.pdf)
- b. **Once you are in the Candidate Gateway, please make sure to click on the Advanced Search link and enter 10431 into the Job Opening ID field.**
- c. If you are applying as an applicant who is NOT currently employed by the University of Wisconsin System, please copy and paste the following URL into your browser:  
[https://www.careers.wisconsin.edu/psc/careers/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?SiteId=31](https://www.careers.wisconsin.edu/psc/careers/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=31)
- d. If you are applying as a current employee of the University of Wisconsin System, please copy and paste the following URL into your browser: [https://www.hrs.wisconsin.edu/psc/hrsfld/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_EMP.HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_POST&Action=U&HRS\\_PERSON\\_ID=100374](https://www.hrs.wisconsin.edu/psc/hrsfld/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?Page=HRS_CE_HM_POST&Action=U&HRS_PERSON_ID=100374)

### APPLICANT CONFIDENTIALITY:

The University will not reveal the identities of applicants who request confidentiality during the application process, unless or until they become final candidates. The identities of final candidates must be revealed upon receipt of valid public records requests. 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).