

To assure full consideration, all application materials must be received by April 8, 2019. Screening will continue until a suitable candidate is identified.

Position Title

Manager, Area Technology & Communication, University of Wyoming Extension, Laramie, WY.
Position #0851, Requisition #19001045

Level & Salary

Salary level commensurate with education, experience and availability of funds.

Location Description

The University of Wyoming, the only four-year and graduate institution in the state, is a research-oriented, land-grant university with an enrollment of about 12,397 students on the Laramie campus. With a population of 32,382 residents, Laramie is situated in the Eastern Rockies and is 45 minutes from the state capital of Cheyenne and approximately two and a half hours north of Denver, Colorado. The area provides numerous cultural and recreational opportunities associated with a college town environment. While rurally located in the high plains near the Snowy Range Mountains, the area provides access to an abundance of outdoor recreational opportunities including, fishing, hunting, camping, skiing, boating, rock climbing, snowmobiling, and bicycling within a one-hour drive of campus. There is quick access to public lands, national and state parks, wilderness areas, and national forests.

Nature & Purpose

The basic function of this position is to serve as manager, coordinator and supervisor of all facets and personnel of the UW Extension Communications and Technology Department and to support educational media for UW Extension. In addition, this position will oversee collaborative efforts with UW Institutional Marketing and coordinate communications and marketing for the College of Agriculture and Natural Resources.

Responsibilities and Essential Duties

The individual in this position works as a representative of the University of Wyoming (UW) in the management of UW Extension's Communications & Technology Department. Duties include

- Supervise full-time and part-time positions including all aspects of hiring, performance counseling, performance appraisal, and distribution of duties and work assignments.
- Develop policies, procedures, and professional development to successfully fulfill the duties of each position.
- Provide leadership and direction for department employees' collaborative activities with UW Institutional Marketing.
- Develop, coordinate and evaluate the production of educational media and products.
- Collaborate with UW Institutional Marketing functions.
- Develop, implement, and monitor operating budgets specific to computer hardware, software, postage, special equipment, operating expenses, training, travel, publications, bulletins, and books for UW Extension.
- Develop strategies and procedures for the outreach and marketing of extension, research, and college educational programs and publications to meet enrollment, recruitment, and engagement goals.
- Develop and establish policies and procedures to meet the technology needs of UW Extension.
- Develop professional expertise through participating in subject-specific training, seminars, and short courses.
- Develop and deliver training as requested.

- Occasional travel to conferences, workshops, or outreach areas for professional development.
- Special projects as assigned.

Minimum Qualifications (Required)

- An earned bachelor's degree or two years professional experience and training relevant to the responsibilities of the position.
- Demonstrated knowledge of computer, video, and electronic technology for education and marketing.
- Demonstrated interpersonal and community relations skills and the ability to communicate and work effectively with a diverse community.
- Demonstrated experience in management and understanding of the coordination principles of communications/marketing operations.

Preferred Qualifications

- Knowledge of associated university, federal, and state regulations, policies and related laws, computer protocols, and security policies.
- Knowledge of public relations principles and procedures.
- Demonstrated experience in planning, prioritization, and scheduling projects.
- Demonstrated experience with supervising and training staff including organizing, prioritizing, and scheduling work assignments.
- Demonstrated ability to maintain currency in new and enhanced technology advances in education and marketing.
- Demonstrated experience with budgets and fiscal responsibilities associated with a large division or university department.
- Knowledge of Extension and the land-grant university system.
- Expertise in one or more of the following: graphic design, editing, computer support, delivery of online content, videography, photography, etc. for the purpose of education and marketing.

Approximate Time Distribution

100% FTE – Exempt

Required Application Materials

- Completed online UW application
- Detailed letter of intent specifically addressing qualifications relative to the responsibilities and qualifications of the position
- Current resume/curriculum vitae
- College transcripts, unofficial transcripts accepted for application; official transcripts required at hiring
- Four (4) letters of reference from individuals who can address your professional qualifications
- The University of Wyoming online employment application can be found at https://uwyo.taleo.net/careersection/00_ex/jobdetail.ftl?job=18000077&tz=GMT-07%3A00

For application information, questions on transcripts or reference letters, contact:

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For specific position information, contact:

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To learn more about Extension work, see the online WRPLC modules at:

<http://wrpl.cahnrs.wsu.edu>