



Working Title: **Outreach Specialist**

Official title/code: OUTREACH SPECIALIST(S92DN) or ASSOC OUTREACH SPEC(S92FN)

Employee Class: Academic Staff

Major Department: A074000 / CALS/FOOD SCIENCE

Other Department(s):

Full Time Salary Rate: Minimum: \$45,000 ANNUAL (12 months)
Maximum: \$63,251 (Not Advertised)
Depending on Qualifications
Extraordinary Salary Range: No

Terms: This position will end on December 31, 2015

Appointment Percent: 100%

Anticipated Begin Date: January 1, 2015

PVL Type: New Position

Prior Incumbent:

Number of Positions: 1

Underutilization: Minority: N Women: N **Wisconsin Caregiver Law:** No

Fund-Activity-Account: 233 - 4

Additional Funding: **Grad School Funded: No** **Continuing Studies Funded: No**

To ensure consideration, application must be received by: December 8, 2014

Primary Contact:

Marcia Verhage
1605 Linden Dr
105f Babcock Hall
Madison, WI 53706-1519

Phone: 608-263-7033
Phone TTY: 608-263-2473
Fax: N/A
Email: verhage@wisc.edu

Administrative Contact:

Cheryl Bowes
1450 Linden Dr
240 Agricultural Hall
Madison, WI 53706-1522

Phone: 608-890-3173
Phone TTY: N/A
Fax: N/A
Email: cbowes@cals.wisc.edu



Degree and area of specialization:

B.S. degree, Microbiology, Food Science or closely related field. MS degree preferred.

Minimum number of years and type of relevant work experience:

Two or more years of relevant work experience in project management, project coordination, and outreach and dissemination activities preferred.

Principal duties:

The goal of this project is to increase the quality of Wisconsin's wines, ciders, and hops/hop pellets, as well as the quality of the specialty crops supplying the industry. The Outreach Specialist in the Department of Food Science will address quality issues in the state's craft fermented beverage industries. The Outreach Specialist will be responsible to collect the quality concerns, work with Dr. Steele and others to determine their underlying causes, and develop the educational programming and analytical methods to address them.

Primary duties:

1. Meet with leaders of specialty crop associations and with each category (wine, cider, hops) to determine top quality concerns. Identify best educational means and times to address those needs, as well as analytical support needs related to product quality. (25%)
2. Work with fruit and vegetable grower associations to plan sessions at the Wisconsin Fruit and Vegetable Growers Winter Conference to meet grower and winery educational needs. (25%)
3. Schedule, implement and evaluate educational programming throughout the state for wineries, cideries, and hop producers. Conduct roundtable events with specific industry groups to identify top challenges. (25%)
4. Establish microbial and chemical analytical methods for analysis of hops, grapes, apples, beer, wine, and cider quality. (15%)
5. Disseminate project results and press releases to specialty crop growers, fermenters, DATCP, CALS, news media for web and print dissemination. (10%)

Additional Information:

This is a fixed-term terminal appointment with a guaranteed length of twelve months (i.e., January 1, 2015-December 31, 2015). This appointment may be extended up to a maximum of 24 months as a fixed-term terminal appointment or may become a renewable appointment depending on funding.

Title prefix is dependent on relevant work experience.

Additional Application Procedures:

Please send a statement of interest, current resume, names and contact information of three references to Marcia Verhage, verhage@wisc.edu. Please include PVL #81342 in subject line.



Number of individuals supervised: 0

A period of evaluation will be required

Approved by:

(Principal Investigator/Employer)

Date

(Department Chairperson)

Date

(Dean/Directors)

Date



Comments

<u>Date</u>	<u>Comment</u>	<u>Logon ID</u>
November 12, 2014	Organizational Chart Received	HNF



New Academic Staff Position - Category A

**** Please attach an Organization Chart ****

If it appears that the new position is replacing a similar position that existed as a Classified (permanent, project, LTE) position, the Personnel Classification Committee must review the "New" position.

Who performed these duties previously and what was her/his title?

No one

If no one, how were the duties covered?

This is a new funded project, new position.

Prior to the Final Approval:

1) A department/division may not offer a new academic staff position to a current classified employee from the same department without the approval of the Academic Personnel Office (APO). APO will review the applicant pool, the classified employee's position description and the terms of the academic staff position. If APO agrees with the appointment, a Certification Request for the same or a similar classified position (i.e., same range or one range difference) must be submitted to the Classified Personnel Office before approval will be granted.

2) To ensure compliance with the procedure described in 1) above, APO will run weekly reports on all Category A positions to track individual employment histories. If a current classified employee within the same department is hired into an academic staff position, APO will request the classified PD and compare it to the PVL. If the duties are similar, the individual's academic staff appointment will be terminated immediately and s/he will be returned to the classified position. [If the department wishes to pursue conversion, they may later submit a request to the Personnel Classification Committee.]

Signatures:

_____	_____
(Principal Investigator/Supervisor)	(Date)
_____	_____
(Chair/Director)	(Date)
_____	_____
(Dean/Director or Personnel Rep)	(Date)