

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

**Position Duration
Dependent Upon
External Funding**

Job Title: DIRECTOR, ISLE ROYALE INSTITUTE
(Part-time, 50% effort)
Department: SCHOOL OF FOREST RESOURCES & ENVIRONMENTAL SCIENCES
Salary Guidelines: MINIMUM \$17,000 – MAXIMUM \$27,660 (pay grade 140)
Exempt (Y/N): YES
Supervisor: DEAN

SUMMARY: Responsible for the management and development of programs and staff. In collaboration with Isle Royale National Park and Michigan Tech, the development and management of programs that bring students, teachers, faculty and others to Isle Royale National Park. The development of proposals and new programs that help the Isle Royale National Park increase visibility, help focus educational and research programs related to the needs of the Isle Royale National Park while supporting an open and inclusive climate.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develop a business plan in order to achieve goals and objectives in a timely manner.

Develop summer educational programs on Isle Royale National Park.

Develop proposals that bridge Isle Royale National Park personnel with Michigan Tech faculty and researchers, the University of Minnesota at Duluth faculty and researchers and other partners.

Build and manage a budget to facilitate the above-mentioned duties.

Maintain a high-profile with Isle Royale National Park, keeping park personnel apprised of programs to be offered.

Oversee staff in accordance with program development.

Convey passionate energy in dealing with program participants, as well as a genuine commitment to the needs of Isle Royale National Park.

Formulate fund-raising strategies in collaboration with Isle Royale National Park and other stakeholders, such as foundations, federal and state agencies.

Work in close partnership with the Dean of the School of Forest Resources and Environmental Science, the superintendent and other personnel at Isle Royale National park and various other institute collaborators.

Develop, coordinate and/or lead workshops in conjunction with the Isle Royale National Park.

SUPERVISORY RESPONSIBILITIES:

Functional supervision may be exercised over undergraduate students, graduate students, and support staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED: Master of Science Degree in Natural Resources or related field.
Six years teaching experience in Natural Resource and Environmental Education.
Four years experience developing and managing budgets.
Four years experience developing business plans, writing grants and proposals.
Four years experience developing, coordinating and leading workshops and fund-raising strategies and activities.
Experience using personal computers and basic software packages that include spreadsheet, database and presentation programs.

OTHER SKILLS AND ABILITIES:

REQUIRED: Excellent interpersonal and organizational skills.
Solid written communication skills.
Demonstrated ability to organize, prioritize and manage multiple projects with attention to accuracy and detail.
Demonstrated ability to work effectively as part of a team.
Demonstrated ability to guide and motivate staff.
An ability to harmoniously work with visually (ethnic, race, gender) & less visually (gender identity, religion, social/economic) diverse groups of students, peers & university personnel.

Director, Isle Royale Institute – School of Forest Resources and Environmental Science

OTHER SKILLS AND ABILITIES:

**DESIRED: Knowledge of Great Lakes ecosystems and functions of the National Park System.
 Intercultural skills and diverse life experiences.**