Executive Director
Connected Systems Institute
Position Description
Revised: August 02, 2019

Position Summary:

The Connected Systems Institute (CSI) is a cutting-edge institute to conduct research provide education, and offer programs to develop talent, expertise and solutions to lead companies to greater productivity through Internet of Things (IoT) technologies and applications. CSI is a collaboration among UWM, Rockwell Automation, and other industry and academic leaders with an initial focus on the Industrial Internet of Things (IoT). With a strong research mission, CSI benefits participating members in many ways, including conducting advanced research in the areas of industrial IoT, developing the talent pipeline with expertise in IoT suites and products, and connecting member companies to large, medium and small businesses in need of support in the IoT area.

The CSI Executive Director reports to the Provost, and in coordination with the Chancellor. The Executive Director will provide leadership, vision, policy direction, and management oversight for the CSI. The Executive Director will be deeply involved in the CSI and its on-going operations, including facilitating participation by faculty with expertise in related disciplines and leading efforts to install, operate and maintain CSI equipment and facilities in conjunction with UWM’s Office of Campus Planning and Management. The Executive Director must be a skilled collaborator with executive and technical leadership of member companies as well as with academic partners. He or she will work closely with the Office of Sponsored Research and the Office of Development to secure external funding to advance the CSI’s mission. The Executive Director will lead the CSI Leadership Team, which includes a Steering Committee, an Academic Advisory Board and an Industrial Advisory Board.

Responsibilities:

- Provide leadership, policy direction and management oversight for the CSI.
- Support the overall strategic goals of the CSI through strategic decision-making in conjunction with the Steering Committee, Academic Advisory Board and Industrial Advisory Board.
- Provide reports and assessments of all CSI-related activities to the Chancellor, Provost and Deans of the College of Engineering and Applied Science and the Lubar School of Business; prepare summaries of key CSI related activities suitable for campus/public viewing; provide required reports to governmental funders.
- Successfully collaborate with leadership of CSI member companies and academic institutions.
- Successfully communicate to executive and technical leadership of potential member companies the economic benefits of IIoT as realized through CSI and the advantages of CSI membership.
- Provide direction and supervision to leadership of research laboratories at UWM and consult with leadership of partners’ laboratories.
• Manage the CSI budget, strategically allocating resources in alignment with the vision, mission and goals of the CSI and in the case of philanthropic support, complies with donor intent.
• Collaborate with the Office of Development to raise philanthropic support to advance the CSI’s mission.
• Develop processes and systems to provide membership advantages at various membership levels.
• Facilitate faculty participation and cooperation among related UWM centers and institutes.
• Become knowledgeable about and be able to explain and represent UWM’s mission, guiding values and strategic directions.
• Provide leadership and oversight to staff and students employed by the CSI.
• Other duties as assigned by the Chancellor or Provost.

Required Qualifications:

UWM seeks candidates with a strong record of professional accomplishment, commitment to excellence in teaching, and outstanding management and leadership skills to serve as the new Director. The Director must be a person of the highest integrity and a strong leader.

• Extensive experience that demonstrates successful, visionary leadership of a complex organization. The individual’s leadership style should be collaborative, ethical, team-oriented, and reflect a priority for diversity.
• 5 years, or more, of progressively responsible proven leadership and administrative experience
• Demonstrated understanding of the operations of a top public research university.
• Demonstrated experience in a multi-institutional center or institute.
• Demonstrated understanding of the Industrial Internet of Things and how it can lead companies to greater productivity.
• Demonstrated record of successful collaboration with multiple partners both internal and external to an organization.
• Demonstrated ability to work successfully with advisory boards and/or steering committees.
• Demonstrated ability to understand the operation of complex manufacturing equipment.

Preferred Qualifications:

• PhD or equivalent qualification in a discipline related to IoT and a significant record of research in that discipline or experience overseeing a research and development function
• Evidence of outstanding problem-solving abilities.
• Evidence of strong interpersonal communication, presentation and organizational skills.
• Experience working with the Internet of Things and successfully deploying such connectivity to improve productivity.
• Experience managing staff and/or students. Sensitivity and commitment to diversity and inclusion in working with both internal and external stakeholders.
• Demonstrated ability to develop, strengthen and maintain relationships with a wide range of internal and external constituencies, including all levels of University administration, faculty and staff, and external entities.
• Evidence of the ability to work well in a fast-paced, team-oriented environment.

Working Environment
• Work performed is subject to extended periods of sitting and standing.
• Work performed is subject to extended periods using standard office equipment such as a computer, printer, copier, phone and other, and reviewing and retrieving information.
• Communicate both orally and in writing through email, print, phone, and digital media with students, staff, faculty and members of the public.
• Use independent judgment and critical thinking to make decisions and/or analyze data.
• Professionally represent UWM.
• Work collaboratively across various departments within the University as well as with diverse populations and groups.
• Travel for meetings or events.
• Work at main UWM campus, other UW-Milwaukee regional campus locations and other locations.

Other

AA/EO Statement
UWM is an AA/EO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status.

Reasonable Accommodations
UWM provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment. Employment opportunities will not be denied because of the need to make reasonable accommodations for a qualified individual with a disability. If you need assistance or accommodation in applying because of a disability, please contact uwm-jobs@uwm.edu or 414-229-4463. This job announcement and other material on this site will be made available in alternate formats upon request to an individual with a disability.

Confidentiality of Applicant Materials
UWM is a State agency and subject to Wisconsin’s Open Records Law. UWM will not, however, reveal the identities of applicants who request confidentiality in writing except as may be required by Wisconsin’s Open Records law. In certain circumstances, the identities of “final candidates” and/or the identity of the appointed applicant must be revealed upon request.

CBC and Reference Check Policy
Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

Annual Security and Fire Safety Report (Clery Act)
For the UWM Annual Security and Fire Safety Reports (i.e., Clery Report), which includes statistics about reported crimes and information about campus security policies, see http://www.cleryact.uwm.edu/, or call UWM’s Dean of Students Office, Student Union 345 at (414) 229-4632 for a paper copy.