AI Extension Specialist

Current Employees: If you are currently employed at any of the Universities of Wisconsin, log in to Workday to apply through the internal application process.

Job Category:
Academic Staff

Employment Type:
Regular

Job Profile:
Prof of Practice (Non-Credit)

Job Summary:

The Professor of Practice in Artificial Intelligence is a vital role bridging cutting-edge artificial intelligence (AI) research at UW-Madison with practical applications for Wisconsin communities and beyond. This high-impact position will work closely with campus-based faculty in Artificial Intelligence, and alongside the Division of Extension's statewide network of educators and specialists, taking complex AI concepts from university faculty and staff and transforming them into accessible and actionable insights for local governments, small businesses, community organizations, and youth educators.

The successful candidate for this non-credit Professor of Practice in Artificial Intelligence position will help expand and sustain training and support for local governments, especially in rural communities, to understand the opportunities, risks, and operational aspects of AI and AI-enabled systems. The successful candidate for this position will translate AI research and technology produced by UW-Madison through the RISE-AI initiative into practice with a nationally scalable, community-focused program for AI training and professional development.

Essential Responsibilities of this position include:

- **AI Research Translation & Application (40%):**
  - Proactively engage with UW-Madison faculty and staff, including those conducting established AI research and newly hired RISE faculty, to understand the scope, methodologies, and potential practical applications of their AI research.
  - Identify and translate relevant AI research findings into tangible applications and best practices for diverse stakeholders, including local governments (e.g., optimizing public services, data analysis), small businesses (e.g., enhanced customer service, operational efficiency),

community organizations (e.g., resource allocation, citizen engagement), and youth educators (e.g., age-appropriate AI concepts, ethical considerations).
    - Develop and disseminate accessible resources (e.g., briefs, case studies, workshops) that demonstrate the practical value of AI for non-technical audiences.
- **Extension Liaison & Education (30%):**
    - Serve as the primary liaison and subject matter expert on AI for educators and outreach specialists within the UW-Madison Division of Extension who work with youth and adults.
    - Provide ongoing training, consultation, and support to Extension educators to enhance their understanding of AI concepts, trends, and practical applications.
    - Collaborate with Extension colleagues to integrate AI literacy and application into existing Extension programs and develop new initiatives as needed.
- **Program Development & National Support (15%):**
    - Support the development of comprehensive and practical AI training materials, curricula, and pedagogical approaches for Extension educators across the United States, in collaboration with national Extension networks and partners.
    - Contribute to the creation of innovative educational resources that address the evolving landscape of AI and its societal implications.
- **Funding Acquisition (10%):**
    - Actively identify and pursue funding opportunities from foundations, federal agencies, and other grant-making organizations to support the position's salary, programmatic activities, and additional capacity for AI education and application within Extension and UW Madison more broadly.
    - Develop compelling grant proposals, manage grant budgets, and ensure compliance with funding requirements.
- **Professional Development & Service (5%):**
    - Maintain current knowledge of advancements in AI, machine learning, and their societal impacts through continuous learning, professional development activities, and participation in relevant conferences and networks.
    - Represent UW-Madison Extension at campus, state, regional, and national meetings and events related to AI and technology.
    - Participate in departmental, collegiate, and university committees as appropriate.

Statewide Location

Division of Extension headquarters are located within Madison, WI but the position location is flexible and will be determined based on programmatic needs, successful candidate's preferences, and availability of suitable space.

Partial Remote

This position may require some work to be performed in-person, onsite, at a designated campus work location. Some work may be performed remotely, at an offsite, non-campus work location. Remote work requires an approved remote work agreement (RWA). A RWA requires successful candidates to possess

their own high-speed internet and phone to perform the work on a university provided computer. Per University policy, transportation between home and assigned work location is not payable/reimbursable and will be at the expense of the employee.

This position has the possibility of working up to 2 days remote per Extension's Remote Work Policy.

Travel Expectations

It is expected that employees will make individual arrangements for transportation adequate to meet position responsibilities and essential job functions. Read more about UW-Madison Driver Authorization.

Applicants are required to: Have a valid drivers license and a reliable source of independent transportation for periodic in-state work travel, and/or comply with requirements for UW-Madison vehicle use authorization.

Key Job Responsibilities:

- Assists in developing techniques and/or model programs for carrying out instructional goals in disciplinary area and may help identify ways in which new techniques could be of assistance
- Develops teaching techniques that enhance course effectiveness in alignment with desired outcomes and established strategy
- Provides classroom, online, and/or laboratory instruction including grading
- Assists in defining the objectives of the program and play a major role in carrying out program duties
- Supervises the day to day activities of work unit employees involved in instructional support as needed
- Assesses learner performance and prepares reports recommending instructional improvements

Department:

UW-Madison's Division of Extension serves the people and communities of Wisconsin by addressing local, statewide and national issues, improving lives through research-based education, fostering partnerships and action, and facilitating positive impacts.

About the Institute

The Extension Institute of Community Development provides educational programming to assist leaders, communities, and organizations realize their fullest potential. We work with communities to build the vitality that enhances their quality of life and enriches the lives of their residents. We educate in leadership development, organizational development, food systems, community economic development, local government education and much more. In short, the Community Development Institute plants and cultivates the seeds for thriving communities and organizations.

Compensation:

- The starting salary for a candidate who has foundational expertise in AI and is continuing to develop proficiency in this role is expected to be between $95,000 and $105,000.
- The starting salary for a highly skilled professional with proven experience and proficiency in this role can expect a starting salary between $105,000 and $120,000.
- Actual pay is determined at hire and is based on experience and qualifications.

Required Qualifications:

- Demonstrated understanding of core AI concepts, methodologies (e.g., machine learning, natural language processing, computer vision), and their practical applications.
- Proven ability to translate complex technical information into clear, concise, and actionable insights for diverse non-technical audiences.
- Excellent written and oral communication skills, with experience developing educational materials, reports, and presentations.
- Strong interpersonal skills and the ability to build and maintain effective working relationships with faculty, staff, community partners, and funding agencies.
- Demonstrated experience in, or capacity for, securing external funding through grants or other mechanisms.
- Ability to work independently and as part of a collaborative team.
- Willingness to travel periodically for meetings, trainings, and outreach activities.

Preferred Qualifications:

- Experience in Extension, outreach, or informal education programs.
- Familiarity with the operations and needs of local governments, small businesses, or youth education programs.
- Experience in curriculum development and delivering adult education or professional development programs.
- Record of successful grant writing and grant management.

Education:

Required Education

Master's degree in a relevant field such as Computer Science, Data Science, Information Science, Education, Public Administration, or a closely related discipline with a strong emphasis on Artificial Intelligence or a related technological field.

Preferred Education

Ph.D. in a relevant field.

How to Apply:

We are eager to learn more about how your experience and passion may align with this position. To begin the application process, click the "apply now" button. You will be prompted to upload the following documents:

- Resume
- Letter of Qualifications (cover letter)

Please submit a cover letter referring to your work experience and a resume detailing your educational and professional background as it relates to this position. Your cover letter should communicate your interest in the position and how your skillset aligns with the role. The application reviewers will be relying on written application materials to determine who may advance to preliminary interviews.

For additional guidance and resources on how to tailor your application materials to the job posting, please click https://extension.wisc.edu/careers/.

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of appointment.

The application deadline is 11:59pm on Sunday, January 4, 2026.

Contact Information:

Kristin Runge

kristin.runge@wisc.edu

(608) 890-3378

Institutional Statement on Diversity:

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.

The University of Wisconsin-Madison is an Equal Opportunity Employer.

Qualified applicants will receive consideration for employment without regard to, including but not limited to, race, color, religion, sex, sexual orientation, national origin, age, pregnancy, disability, or status as a protected veteran and other bases as defined by federal regulations and UW System policies. We promote

excellence by acknowledging skills and expertise from all backgrounds and encourage all qualified individuals to apply. For more information regarding applicant and employee rights and to view federal and state required postings, visit the Human Resources Workplace Poster website.

To request a disability or pregnancy-related accommodation for any step in the hiring process (e.g., application, interview, pre-employment testing, etc.), please contact the Divisional Disability Representative (DDR) in the division you are applying to. Please make your request as soon as possible to help the university respond most effectively to you.

Employment may require a criminal background check. It may also require your references to answer questions regarding misconduct, including sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.