Graduate Assistantship in Environmental Education/Interpretation at Schmeeckle Reserve  
University of Wisconsin-Stevens Point, College of Natural Resources

Position Description
Schmeeckle Reserve, a field station of the College of Natural Resources (CNR) at the University of Wisconsin-Stevens Point, invites applications for a M.S.-level assistantship beginning in fall 2022. The Schmeeckle Reserve Graduate Assistantship provides opportunities to teach and mentor undergraduate students and gain experience managing a visitor center and natural area, while pursuing a Master of Science Degree in Natural Resources with an emphasis in Environmental Education and Interpretation. The successful applicant will work under the supervision of Dr. Becca Franzen, Associate Professor of Environmental Education, and Jim Buchholz, Director of Schmeeckle Reserve. The graduate assistant will complete a master’s thesis research project; the research focus is negotiable.

About Schmeeckle Reserve
Schmeeckle Reserve is a 280-acre conservancy area on campus. The Reserve is managed by the CNR to protect and restore ecosystems, serve as an outdoor classroom for learning, and provide outdoor recreation opportunities. It is open to the public and serves as a unique gathering place for the community and university. For more information, visit www.uwsp.edu/schmeeckle.

Key Responsibilities
The assistantship runs from August 8, 2022, to May 17, 2024, and includes the summer of 2023. The position requires 20 hours per week both during the academic year and during the summer. The graduate assistantship has both academic and administrative duties.

Academic (60%): The graduate student will assist instructors by teaching and mentoring students in the following courses:
- NRES 368: Oral Interpretation Methods (3 credits)
- NRES 369: Interpretive Media (4 credits)
- NRES 374: Environmental Interpretation Practicum (3 credits)
- NRES 482: Environmental Education and Interpretation Practicum (12 credits)

Administrative (40%): The graduate student will assist with the operation and management of Schmeeckle Reserve, including:
- Assist full-time staff and student supervisors in recruiting, training, scheduling, and supervising student staff and volunteers in visitor center operations, trail maintenance, ecological restoration, and revenue-generating operations.
- Plan and execute community events, including public nature programs and the biannual Candlelight Hike Festivals.
- Assist in event promotions, including through email marketing, social media, posters, and brochures.
- Coordinate university course use and research projects in the natural area, including scheduling and issuing permits, and collecting bat monitoring data.
- Manage the Interpreter’s Handbook Series operation, communicating with customers and fulfilling orders for interpretation textbooks that are sold nationally and internationally.
- Cover information desk/gift shop shifts in the visitor center when needed.
- Attend weekly supervisor meetings and provide reports on programming and events.
Required Qualifications

- Undergraduate degree in natural sciences, environmental education or interpretation, natural resources management, parks and recreation, social sciences, or a related field.
- Excellent verbal and written communication skills.
- Ability to plan and work both independently and as part of a team.
- Demonstrated leadership skills and abilities.
- Ability to exhibit professionalism, a positive attitude, flexibility, an ability to adapt to new challenges, strong interpersonal skills, and a desire to learn.
- Availability on evenings, weekends, and during semester breaks for events and visitor center staffing.
- Availability to work during the summer of 2023.
- Must meet all minimum graduate student admission requirements of UWSP and the College of Natural Resources.

Preferred Qualifications

Skills preferred but not required include:

- Practical experience in the environmental education/interpretation field, preferably at a recreational site such as a park, nature center, visitor center, museum, zoo, etc.
- Supervisory experience.
- Graphic design skills using Adobe software.
- Website design and maintenance skills.
- Social media management experience.
- Volunteer management.
- Research experience (data collection, analysis, and writing).
- Financial planning/budgeting.

Benefits

- **Financial assistance:** Graduate assistants are paid a stipend of approximately $13,124 for 12 months.
- **Out-of-state tuition waiver:** If you are not a Wisconsin resident, you may be eligible for the in-state tuition rate. In 2021-22, tuition and fees for Wisconsin graduates was $4,202 a semester compared with $8,554 for out-of-state. Minnesota residents pay the reciprocity tuition rate.
- **Financial aid:** You may be eligible for state or federal assistance. For more information, visit [https://www.uwsp.edu/finaid/Pages/graduateStudents.aspx](https://www.uwsp.edu/finaid/Pages/graduateStudents.aspx)
- **Health insurance:** Graduate assistants are eligible for health insurance, with required student paid premiums. See full benefits at [https://www.wisconsin.edu/ohrwd/benefits/download/quickguidegrad2021.pdf](https://www.wisconsin.edu/ohrwd/benefits/download/quickguidegrad2021.pdf)
- **Office space:** The assistant is provided with office space in the Schmeeckle Reserve Visitor Center, which includes a PC computer, high-speed Internet, Adobe design software, and phone.
- Various professional development opportunities
To Apply
Please e-mail the following items to jbuchhol@uwsp.edu (Jim Buchholz, Schmeeckle Reserve Director):

- A letter of interest that highlights your interest in the position, experiences that make you a good candidate, and your future career goals.
- Resume
- A copy of your undergraduate transcript (unofficial is fine)

Applications will be reviewed as received. Position is open until filled.

Selected candidates will be asked to advance in the process, which will include:

- Completing the College of Natural Resources graduate application process at: 
  https://www.uwsp.edu/cnr/graduateProgram/Pages/applicationProcedure.aspx
- Completing the UWSP graduate application process at: 
  https://www.uwsp.edu/admissions/Pages/applying/grad-school.aspx

For More Information
For more information about the assistantship, including profiles of past graduate assistants and their thesis research, visit https://www.uwsp.edu/cnr-ap/schmeeckle/Pages/about/grad_assistants.aspx

If you have questions about this graduate assistantship or the application procedures, please contact Jim Buchholz, Director of Schmeeckle Reserve, at jbuchhol@uwsp.edu or Dr. Becca Franzen, Associate Professor of Environmental Education, at bfranzen@uwsp.edu.