

We are HIRING!

We are looking for a Program Assistant to provide support and program coordination for the Wisconsin Inquiry-based Scientist-Teacher Education Partnership (WInSTEP) program. The Program Assistant will work closely with Dr. Perry Cook (UWSP School of Education) and Dr. Krista Slemmons (UWSP Department of Biology), faculty from UW Milwaukee as well as local science teachers and preservice teachers. The job responsibilities involve the following:

- Work with scientists to test and trouble shoot experimental protocols
- Work with master teacher(s), area teachers, and preservice teachers to ensure that the protocols are correctly implemented
- Coordinate the ordering of supplies
- Establish effective internet tools and communication mechanisms
- Assist in the organizing an annual science conference
- Develop and distribute recruitment materials
- Track and record budgets
- Navigate expenses related to travel, stipends, sub pay

QUALIFICATIONS:

Bachelor's degree preferably with a science and/or education background.

Ability to work independently and with a group to plan and organize complex tasks, problem solve and complete multiple concurrent tasks.

Demonstrate knowledge and experience with Microsoft Office products including word, excel, PowerPoint and outlook.

Preferred Experience with grades 5-12 students, familiarity with ICUC and/or IRB protocol.

Preferred experience planning events and designing and implementing science curriculum.

BENEFITS:

\$20/hour, part-time, flexible hours (5-15 hours a week depending on the time of year).

PROGRAM DESCRIPTION:

The WInSTEP program is an effort to help pre-service and middle and high school science teachers get more students involved in doing classroom-based research with an environmental health focus. Using inquiry-based modules, teachers and students study the effects of various environmental agents on the development and behavior of organisms such as fathead minnows, zebrafish, and earthworms – and then communicate their research via the scientific process of writing papers and creating scientific posters. The year-long program culminates with an annual spring Student Research Conference that highlights the innovative research done by the students. For more information see [WInSTEP](#)

Please contact Krista Slemmons (kslemmon@uwsp.edu) or Perry Cook (pcook@uwsp.edu) if you are interested or have questions.