



Internal/External	External
Position Title	LEAF Forestry Education Specialist
TTC Title and Code	Outreach Specialist (OE009)
FTE	50%; 20 hours per week
Position Information	Principal Work Location: UW-Stevens Point Main Campus <u>Supervisor:</u> Director, Wisconsin Center for Environmental Education
Total Rewards	UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$42, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our <a href="#">Total Rewards page</a> . Relocation is not available for this position.
Department	Wisconsin Center for Environmental Education
Department Description	LEAF, Wisconsin’s K-12 Forestry Education program is a part of the Wisconsin Center for Environmental Education within the College of Natural Resources at UW-Stevens Point. With funding from the Wisconsin Department of Natural Resources, LEAF provides K-12 forestry education with a vision of inspiring and informing people to actively engage in sustaining healthy forests and communities.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit <a href="https://www.uwsp.edu/join-uw-stevens-point/">https://www.uwsp.edu/join-uw-stevens-point/</a> for more information about UW-Stevens Point.
Position Summary	The Outreach Specialist will be part of the Wisconsin Center for Environmental Education’s (WCEE) LEAF Program, which is Wisconsin’s K-12 Forestry Education Program. The specialist will focus on supporting forestry education initiatives for schools in underserved communities by helping them develop and utilize their school grounds for educational purposes.  The role involves guiding schools through a planning process that enhances the educational use of their grounds and leading professional development sessions for teachers on how to understand and incorporate urban forestry into their curriculum. Key responsibilities include teaching professional development, consultation, and evaluation.  This is a 0.5 FTE hourly Academic Staff appointment.
Required Qualifications	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Forestry, Environmental Education, Science Education, Agriculture Education, Sustainability Education, or a closely related field.</li> <li>• Knowledge of forestry.</li> <li>• Experience working with K-12 teachers or schools.</li> <li>• Passion for and dedication to forestry and sustainability education.</li> </ul>



Preferred Qualifications	<ul style="list-style-type: none"> <li>• Master’s degree in a related field.</li> <li>• Understanding of urban forestry.</li> <li>• Experience facilitating adult learners or teacher professional development.</li> <li>• Experience with environmental education curriculum development and/or implementation.</li> <li>• Experience with innovative educational program development and delivery.</li> <li>• Proven ability leading project teams or committee leadership.</li> <li>• Experience integrating cultural relevancy and diversity into programming and curriculum.</li> <li>• Experience with GIS, the Adobe Creative Cloud, Google Classroom, or education and forestry related software, etc.</li> <li>• Possess excellent oral, written and interpersonal communication skills including the ability to work equally well behind a computer and with people.</li> </ul>
How To Apply	<p>This position and instructions on how to apply are located on our <a href="#">website</a>. Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the <b>My Activities</b> link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the <a href="#">How To Apply</a> document for more information.</p>
Anticipated Appointment Date	April/May 2025
Terms of Employment	<p>This is an hourly Academic Staff annual appointment, non-exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>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 the need of employer sponsorship) on or before the effective date of appointment. UW-Stevens Point does not offer H-1B or other work authorization visa sponsorship for this position.</p>
Deadline and Required Materials	<p><b>TO ENSURE CONSIDERATION: Applications received by 2/28/2025 are ensured full consideration.</b> Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p> <p><b>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</b></p> <ul style="list-style-type: none"> <li>- Cover letter addressing qualifications and experience</li> <li>- Resume/Curriculum Vitae</li> <li>- Unofficial Transcripts/Official Transcripts</li> </ul> <p>(Official Transcripts may be required of finalist)</p> <p>Employment will require a criminal background check. It will also require you to supply three (3) professional references/one (1) of which being a current or former supervisor. (Preference to supply five (5) professional references/two (2) of which being a current or former supervisors.) Your references will be required to answer questions regarding misconduct, sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email:  Nicole Filizetti, Chair, Search and Screen Committee  Email: <a href="mailto:nfilizet@uwsp.edu">nfilizet@uwsp.edu</a>  Phone: 715-346-2057</p>



University of Wisconsin  
**Stevens Point**

2100 Main Street - Stevens Point, WI 54481  
+1-715-346-2606 (p) +1-715-346-3698 (f)  
[Human.Resources@uwsp.edu](mailto:Human.Resources@uwsp.edu)

Human Resources  
Contact

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:

Human Resources

Email: [human.resources@uwsp.edu](mailto:human.resources@uwsp.edu)

Phone: 715-346-2606

Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point's mission is, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or [hr@uwsp.edu](mailto:hr@uwsp.edu).

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www3.uwsp.edu/protsv/Pages/Clery.aspx>

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

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

\*PTO offering prorated based on start date and hours worked.



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