

Graduate Assistant in Environmental Education

Position Description: The College of Natural Resources (CNR) at the University of Wisconsin-Stevens Point invites applications for an M.S.-level assistantship beginning in summer 2026. This is a two-year commitment including a teaching assistantship and summer responsibilities in the summers of 2026 and 2027 in conjunction with the pursuit of an M.S. in Natural Resources with an emphasis in Environmental Education and Interpretation.

Key Responsibilities: During the summer of 2026, the graduate assistant acts as a Summer Camp Assistant Director. During the summer of 2027, the graduate assistant takes on the role of Summer Camp Director. Graduate students are involved in the hiring and supervision of summer camp staff, as well as the planning, marketing, delivery and evaluation of summer camp programs.

During the two nine-month academic years, graduate assistants will aid in the planning, delivery, and evaluation of the 4-credit NRES 376/576 Practicum in Environmental Education, taught at the Central Wisconsin Environmental Station with about 20 hours of work per week. Graduate students mentor undergraduate students, provide programming, and support the various user groups on site.

Research: The graduate student will work with a graduate advisor to complete a research thesis focused on environmental education that supports the Central Wisconsin Environmental Station while meeting the interests and research pursuits of the student and the advisor.

Detailed Responsibilities:

Academic Year Program Support (Average 20 hours/week)

- Help undergraduate students develop confidence in their teaching and leadership abilities; help students reflect on their own teaching/leadership skills and offer suggestions for growth.
- Provide leadership of daily practicum and/or evening teaching team as needed.
- Act as liaison between visiting teachers and the CWES practicum students on daily/evening teaching teams. This includes providing teacher/chaperone orientations to help facilitate seamless field trip experiences for K-12 students.
- Manage special projects that support NR 376/576 and NRES 379 advancement.
- Guide undergraduate students in lesson preparation by grading weekly lesson preps and facilitating debriefing sessions several days a week.
- Teach environmental education programs weekly to visiting school groups.
- Model environmental education teaching methods for undergraduate and graduate students enrolled in the practicum in an effort to assist the students in improving their own teaching abilities.
- Be an ambassador of the CWES and the UW-Stevens Point College of Natural Resources at conferences and job fairs.
- Be an active member of the CWES Team by participating in staff meetings when available, assist in creation of publications, help coordinate special events, and other duties as assigned.

Summer Camp Director – Summary of Responsibilities (40 hours +/-week)

- Provide overall leadership, coordination, and vision for summer camp operations.
- Recruit, interview, hire, and supervise seasonal staff, including the Assistant Director, Health Care Counselor, and Counselor/Naturalists.
- Oversee camper registration, scheduling, logistics, and communication with parents and guardians.
- Ensure compliance with state health codes, ACA standards, and organizational policies.
- Lead staff training, observation, and evaluation throughout the summer.
- Manage day-to-day camp operations, including programming, meals, facilities, and off-site trip logistics.
- Facilitate emergency procedures and promote camper health and safety.
- Coordinate with office, food service, and maintenance staff to ensure smooth operations.
- Support program promotion through outreach materials and social media.
- Foster a positive camp culture built on teamwork, respect, and inclusion.
- Lead key camp traditions and ceremonies, ensuring meaningful camper and staff experiences.
- Maintain accurate records, oversee inventory and supplies, and ensure operational readiness each week.

Assistant Summer Camp Director – Summary of Responsibilities (40 hours +/-week)

- Support the Summer Camp Director in all aspects of camp leadership and operations.
- Serve as acting director when the Camp Director is off-site or on break.
- Provide administrative and logistical support to camp programming, staff, and campers.
- Assist in maintaining health and safety standards; must hold at least Wilderness First Aid certification.
- Manage the Trading Post, including camper transactions, inventory, and financial reconciliation.
- Create and share weekly camp videos, photos, and end-of-summer media for families and staff.
- Coordinate camp photography, group photos, and visual recordkeeping throughout the season.
- Oversee scholarship documentation and camper thank-you cards for sponsoring organizations.
- Organize and distribute camp t-shirts; maintain accurate inventory.
- Contribute to a positive, supportive, and well-organized camp environment through clear communication and teamwork.

Required Qualifications

- Undergraduate degree in Environmental Education, Natural Sciences, Education, or related field
- Excellent verbal and written communication skills.
- Minimum 1 year experience working full-time in a related field and/or multiple summer internships/experiences in a related field
- Must meet all minimum graduate student requirements of UWSP and the College of Natural Resources

Supervisor: CWES Program Manager

Secondary Supervisor: CWES Director

Compensation

- \$13,250 for 9 months (each academic year)
- \$6600 summer stipend (Summer 1), \$7040 summer stipend (Summer 2)
- Health insurance with required student paid premiums. Out of state residents pay Wisconsin tuition. Minnesota residents pay a separate tuition that is higher than Wisconsin students, but lower than the normal out of state tuition cost.
- Free lodging on site (required June-August); meals provided when groups are on site

Application Process

If interested, please email the following application materials to tquinn@uwsp.edu

- CV/Resume
- Cover letter stating your interest in this topic and position

The remaining application procedures can be found [here](#). Applications will be reviewed in the order that they are received. The position is open until filled. If you have any questions about the position, please reach out to Tom Quinn (contact information below).

- For full acceptance of the assistantship you must:
- Be admitted to a graduate program at UW-Stevens Point
- Be in good standing in the degree program (maintain a 3.0 GPA or higher)
- Be enrolled in at least 4 graduate credit per semester (we suggest 9) and 3 credits during the summer

Contact Information

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