

## **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 an M.S.-level assistantship beginning in fall 2024. 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. Chris McCart, Assistant Professor of Interpretation, and Jim Buchholz, Director of Schmeeckle Reserve.

### **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](http://www.uwsp.edu/schmeeckle).

### **Key Responsibilities**

The assistantship runs from August 26, 2024, to May 24, 2026, and includes the summer of 2025. The position requires 20 hours per week during the academic year and 20-40 hours 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 daily 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 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 sales 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.

### Thesis Research Project

The graduate student will work with a graduate advisor to complete a master's thesis research project that supports Schmeckle Reserve while meeting the interests and research pursuits of the student and the advisor.

### Required Qualifications

- Undergraduate degree in environmental education or interpretation, natural sciences, natural resources management, parks and recreation, social sciences, or a related field.
- Excellent verbal and written communication skills.
- Minimum 1-year experience working in a related field and/or multiple summer internships/experiences in a related field.
- 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, 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 2025.
- Must meet all minimum graduate student admission requirements of UWSP and the College of Natural Resources (see To Apply below).

### Compensation and Benefits

- **Stipend:** \$13,124 for 9 months (each academic year); additional stipend during summer 2025.
- **Out-of-state tuition waiver:** Graduate assistants taking at least a part-time course load are eligible for in-state tuition rates, regardless of residency. Minnesota residents pay tuition costs according to the Wisconsin-Minnesota reciprocity agreement.
- **Health insurance:** Graduate assistants are eligible for health insurance with required student paid premiums.
- **Financial aid:** You may be eligible for state or federal assistance. For more information, visit <https://www.uwsp.edu/finaid/Pages/graduateStudents.aspx>
- **Shared office space:** The assistant is provided with a desk in the Schmeckle Reserve Visitor Center, which includes a PC computer, high-speed Internet, and Adobe design software.
- **Professional development:** Various paid professional development opportunities, including attendance at the National Association for Interpretation (NAI) conference.

## To Apply

Please e-mail the following items to [jbuchhol@uwsp.edu](mailto: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.
- A current 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-aid/how-to-apply/graduate-students/>

## 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](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](mailto:jbuchhol@uwsp.edu) or Dr. Chris McCart, Assistant Professor of Interpretation, at [cmccart@uwsp.edu](mailto:cmccart@uwsp.edu).

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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 values diversity and inclusion as supported by our mission, "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 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).

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.