



<b>Position Title:</b> Wisconsin Center for Environmental Education Intern	<input checked="" type="checkbox"/> Paid <input type="checkbox"/> Volunteer
<b>Approximate number of hours per week:</b> 5-6	<b>Wage (if paid):</b> \$15/hr
<b>Description (include age/grade levels, any specific subject areas, specific dates):</b>  JOB DESCRIPTION Wisconsin's K-12 school system has put an emphasis on career awareness for students. Through its AgriSolar Education Project, KEEP is creating standards-aligned agrivoltaics lessons for Wisconsin educators to use in their classrooms. As part of this project, KEEP would like to share the stories of six professionals who integrate both agriculture and energy production in their work. The AgriSolar Education Project Intern will be responsible for setting up and conducting interviews with professionals, writing career profiles in a narrative format, and editing the profiles based on feedback from KEEP staff and the professionals.  Specific duties: <ul style="list-style-type: none"><li>Use a designated folder in Microsoft Teams to store all work (interview transcripts, profiles, images) related to the AgriSolar Career Profile Project</li><li>Meet with project lead to develop project plan</li><li>Meet with KEEP program manager to learn about professionals involved</li><li>Participate in bi-weekly check-ins with project lead to discuss progress</li><li>Schedule interviews with professionals &amp; provide follow-up communication as needed[HS1]</li><li>Conduct and record interviews with professionals, download transcripts and take notes</li><li>Review interview transcripts and notes</li><li>Obtain images from professionals</li><li>Draft career profiles in narrative format</li><li>Use AI to check the reading level of profiles and adjust to be at a 7th-8th grade reading level</li><li>Share profiles with project lead for feedback</li><li>Edit profiles based on feedback from project lead</li><li>Share profiles with professionals for feedback</li><li>Edit profiles based on feedback from professionals</li><li>Create final draft of profiles</li></ul> INTERNSHIP CREDIT This position is eligible for internship credit (NRES 381) to meet academic requirements.  REQUIRED QUALIFICATIONS <ul style="list-style-type: none"><li>Excellent written and verbal communication skills</li><li>Highly organized and professional</li><li>Persistent</li><li>Ability to discern quality information relevant to the subject</li><li>Ability to work independently</li><li>Proficient in Microsoft Word (or willingness to learn)</li><li>Proficient in use of Teams or Zoom to schedule interviews, record interviews, and create interview transcripts (or willingness to learn)</li></ul> This position requires the ability to work approximately 5-6 hours per week in the Wisconsin Center for Environmental Education office (SSC 201) between the hours of 8 AM and 5 PM. Students applying for this position must pass a Criminal Background Check.	

#### PREFERRED QUALIFICATIONS

A background in natural resources, energy, agriculture or education would be helpful.

#### EDUCATION

Applicants must be...

- enrolled in 12 or more undergraduate credits at UWSP during the participating term
- in good academic standing
- have a cumulative GPA of 2.5 or higher

#### COMPENSATION

\$15 per hour

#### HOURS

Approximately 5-6 hours per week, Fall 2025

#### **JR10003437 Agrisolar Education Intern**

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[Internal Student Career Site](#)

**Date: 9/15/25**