



Internal/External	External
Position Title	Seasonal Field Instructor - Temporary
UW System Title and Code	Educational Assistant-Entry (59101)
Position Information	<p><u>Work Location:</u> Treehaven Campus, W2540 Pickerel Creek Road, Tomahawk, WI 54487</p> <p><u>Supervisor:</u> Treehaven Program Manager</p>
University Staff Information	<p><u>Pay Schedule-range:</u> \$10.00/hour – 40 hours/week including private studio apartment with high speed wifi available at Treehaven. Position is expected to begin in early January and end in the middle of May.</p> <p><u>Shift:</u> Some work periods will include weekend and/or evening duties, and some days will be in excess of 8 hours. Schedules established by the Program Manager, variable hours/week.</p>
Department	Treehaven-College of Natural Resources
Department Description	<p>Treehaven's facilities rest on an ancient glacial ridge that overlooks 1,400 acres of forest and wetland habitat that hosts an abundance of wildlife species including osprey, deer, black bear, wolf, coyote, and fisher. Facilities include a large classroom/conference center, two residential dormitory buildings that provide overnight accommodations for up to 125 people, and full food service capability. Of course, the featured "facility" is nature's own handiwork 1,400 acres of outdoor classroom space with rustic trails. For more information, visit http://www.uwsp.edu/treehaven.</p>
University Description	<p>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.</p> <p>Visit www.joinuwsp.org for more information about UW-Stevens Point.</p>
Position Summary	<p>The Treehaven Field Instructor will advance the mission of Treehaven, contributing to educational programs by teaching environmental education programming and outdoor skills to visiting school groups and adult workshops and trainings. Lessons taught include, but are not limited to cross-country skiing, snowshoeing, shelter building, canoeing/kayaking, tracking, wolf ecology, Northwood's ecology, interpretive hikes, stream study and other programming. The position will utilize social media to market Treehaven programs and update program information. The position will also assist with Treehaven operations including meeting, greeting and occasionally checking in/out groups in rotation with other Treehaven team members to provide exceptional customer service. Assist in planning or participate in public programs such as Dinner and a Speaker series, Timber Wolf Winter Ecology workshop, WAEE winter workshop and other events. In spring, help with planning and implementing the planting plan for Treehaven's 9,500 square foot organic garden.</p>
Preferred Qualifications	<ul style="list-style-type: none">- Demonstrated ability to deliver quality science based field environmental education.- BS/BA in related field of study or currently working towards BS/BA in related field of study- Strong desire to teach in the outdoors in a variety of weather conditions and times of day including hiking, canoeing, stream and pond ecology, and winter activities such as cross country skiing, tracking and snowshoeing.- Ability and desire to both work on a team and being self-directed.

How To Apply	<p>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 “My Activities” link at the top of the screen after logging in.</p> <p>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.</p>
Anticipated Appointment Date	January 7, 2019
Terms of Employment	This is a temporary Full-Time Limited Term Employee position, non-exempt from the Fair Labor Standards Act.
Deadline	To ensure consideration, completed online applications must be received by end of day on November 30, 2018. However, screening may continue until the needs of the recruitment are met.
Required Materials	<p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references
Position Contact	<p>For additional information regarding the position, please call or email: Brian Gibbs Chair, Search and Screen Committee Email: Brian.Gibbs@uwsp.edu Phone: 715-453-4106</p>
Human Resources Contact	<p>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: Anna Golackson-Timblin Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>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.”</p> <p>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.</p> <p>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 http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx</p> <p>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).</p> <p>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.</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