The Sustainability Education Resource Assistant is a 50% LTE staff position of the Wisconsin Center for Environmental Education (WCEE). The WCEE fosters universal environmental and social responsibility through the development, dissemination, implementation and evaluation of sustainability and environmental education programs in pK-12 schools and communities. The Sustainability Education Resource Specialist staffs the Wisconsin Environmental Education Resources Library.

Specific responsibilities include but are not limited to the following priorities.

I. Staffing of Wisconsin Environmental Education Resources Library (WEERL) (approximately 40%)
   - Coordinate all use of the WEERL by groups, classes, and/or organizations
   - Maintain existing collection in good order, repair and condition.
   - Hire, train and supervise student assistants.
   - Provide customer service to library visitors/patrons
   - Respond to requests for information and resources from in and out of state.
   - Maintain all office equipment, supplies, and/or technology associated with the WEERL.
   - Work directly with the University of Wisconsin Stevens Point (UWSP)/Learning Resource Center (LRC) staff to interface the WEERL and activities within the LRC.
   - Assist in potential move and/or consolidation of the WEERL

II. Other responsibilities in support of the Wisconsin Center for Environmental Education, College of Natural Resources, and UW-Stevens Point (approximately 10%)

The position will begin as soon as possible and run through June 30, 2015. The staff member will work up to 20 hours per week. The position requires regular daily and weekly office hours. The position is supervised by the WCEE Program Coordinator. Occasional statewide travel may be necessary with the possibility of overnight events. Evening and weekend hours may be required.

This position offers an excellent opportunity to learn about environmental education outreach and resources of all types (books, activity guides, organizations, grants, etc.) as well as gain practical experience working with environmental education professionals.

Qualifications:
Bachelor’s degree with experience in environmental education, natural resources, or education is preferred. The successful candidate must possess excellent oral, written, and interpersonal communication skills. Extensive computer experience desired. Successful candidate must be creative, resourceful, and a problem solver. Demonstrated ability to work alone and as a team member is required.

Wage: $13.25/hr.

To apply, submit a cover letter, resume, and list of 3 professional references with contact information to Jeremy Solin, jsolin@uwsp.edu. A review of applications will begin January 7, 2015 and will continue until the position is filled.