**Position Description**

<table>
<thead>
<tr>
<th>UW System Title:</th>
<th>Graduate Assistant</th>
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</thead>
<tbody>
<tr>
<td>Working Title:</td>
<td>Harju Fellowship in Educational Sustainability</td>
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<tr>
<td>Supervisor’s Working Title:</td>
<td>Director of Educational Sustainability Doctoral Program</td>
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<tr>
<td>Hours/Shift:</td>
<td>20 hours/week</td>
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<tr>
<td>Department:</td>
<td>School of Education</td>
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<tr>
<td>Supervisory Position:</td>
<td>Yes</td>
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<td>Employee Category:</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Date Created/Updated:</td>
<td>April 20th, 2020</td>
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**Position Summary**

The Graduate Assistant (GA) for the Educational Sustainability Doctoral program will have four core duties:

1. Partner with an in-service teacher in a rural Wisconsin K-12 school to integrative innovative sustainability activities across the school’s campus, curriculum, and community.
2. Support the Director in developing, implementing, and analyzing formative assessments to be completed by Educational Sustainability alumni. These formative evaluations will be used to improve our program and inform our programmatic decisions.
3. Provide research support for the Director, including IRB, data analysis, and journal support.
4. Assist in preparation and reviews for conference proposals, including scheduling students for the exhibition booth, reviewing presentations by students representing UWSP, and preparing materials for conferences.

**Primary Responsibilities:**

| % |
|------------------|------------------|
| **25%**          |                  |
| **25%**          |                  |
| **25%**          |                  |

- **Collaboration with in-service teacher in rural Wisconsin school:**
  - Responsible for creating innovative sustainability lesson that integrates the content and standards associated with the partner teacher’s class
  - Responsible for supporting teacher in the implementation of the educational sustainability activity
  - Responsible for collecting results on outcomes of activities and partnership

- **Formative Assessment of the Educational Sustainability Doctoral program:**
  - Gain an understanding of the key programmatic principles for the EdD program
  - Understand the current curriculum of the EdD and analyze the current success of the curriculum.
  - Research similar programs for ideas on new curriculum and continuing to grow the program
  - Co-develop with the director, formative assessment and evaluation protocol to implement with Educational Sustainability Alumni

- **Research Support**
  - Complete CITI training so that you are certified to engage in human-subjects research
  - Familiarize yourself with the IRB protocol
  - Meet with Director about on-going research projects
• Conference Support
  o Review the presentations that are being sponsored/supported by the Educational Sustainability program
  o Familiarize yourself with the templates and contact information that should accompany all Educational Sustainability presentations
  o Schedule times for participants to work at the exhibition booth at conferences
  o Prepare materials for the presentations and exhibition booths

Qualifications – Knowledge, Skills, and Abilities:

Knowledge, Skills, and Abilities
• Applicant must be admitted and enrolled as a graduate student in the Educational Sustainability Doctoral program.
• Ability to work well independently and as part of a team
• Effective written and verbal communication skills
• Willingness to work nights and some weekends
• Proficiency with Microsoft Office, Qualtrics (survey software)
• Preference will be given to those with data analysis skills and proficiency in analysis software

Professional Development Outcomes:

Student will:
• Gain an understanding of educational sustainability in rural Wisconsin K-12 schools.
• Gain first-hand experience in helping to administer a comprehensive program for the department
• Develop new skills for program design and implementation
• Develop new research skills for design, evaluation, and analysis
• Have the opportunity to conduct their doctoral research as a part of their collaboration with the in-service teacher at a rural Wisconsin school

Physical Effort/Demands:
• Sitting
• Standing
• Walking
• Lifting your arms above your head to reach high, possibly difficult, areas
• Kneeling
• Squatting
• Stooping
• Frequently lift 1 – 10 pounds
• Occasionally lift 15 pounds

Equipment Operated:
Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

Working Environment:
The noise level in the work environment is usually quiet.

Compensation:
This assistantship is half-time (approximately 20/week) for the Academic Year, starting August 24th, 2020. The position is a benefits eligible position, including the state health insurance package and a salary of up to $16,000.

To apply to the program please provide:
1. Brief letter of interest that delineates the strengths and abilities you bring to this position and how the opportunities this position offers will assist in your professional development

2. CV or resume

The applications will be accepted electronically to SOE.Graduate.Program@uwsp.edu until midnight on May 18th. After reviewing the applications, we will interview the top candidates and make a decision prior to August 1st.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name ____________________________________________ Date ________________

Employee Signature _________________________________________ Date ________________

Supervisor Name ____________________________________________ Date ________________

Supervisor Signature _________________________________________ Date ________________