



Internal/External	External
Position Title	Hunter Mentor Training Program Assistant **EXTENDED DEADLINE**
UW System Title and Code	University Services Program Associate (08500)
Position Information	<u>Work Location</u> : Trainer Building Stevens Point, WI <u>Supervisor</u> : Director, Becoming an Outdoors Woman
University Staff Information	<u>Pay Schedule-range</u> : \$14.50/hour <u>Shift</u> : 20 hrs/week. This position will require some independent travel off-campus.
Department	Becoming an Outdoors Women, College of Natural Resources
Department Description	The Becoming an Outdoors Women program is in the College of Natural Resources at the University of Wisconsin-Stevens Point (www.uwsp.edu/cnr/). The College of Natural Resources has approximately 1600 undergraduates, 40 graduate students, and over 130 faculty and staff. The Wildlife Discipline is currently home to the Wisconsin Center for Wildlife. The College supports premier undergraduate natural resources programs with disciplines in Fisheries and Water Resources, Forestry, Human Dimensions of Natural Resource Management, Soil and Waste Resources, Wildlife Ecology, and the Department of Paper Science and Chemical Engineering.
University Description	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. Visit www.joinuwsp.org for more information about UW-Stevens Point.
Position Summary	The 20-hour a week position will support the Hunter Mentor Training Program offered by Becoming an Outdoors-Woman (BOW). The successful candidates will assist in planning, coordinating, and evaluating training sessions, Hunt for Food events, and with social media and mailing list updates.
Required Qualifications	<ul style="list-style-type: none"> - Bachelor's degree in a related field (natural resources, biology, communication) - Excellent written and verbal communication skills - Knowledge of basic Microsoft Office applications (Word, Excel, Outlook, PowerPoint) - Organizational skills - Interest in or passion for hunting or learning to hunt - Ability to work independently - Valid driver's license with a satisfactory driving record as defined by UW-Stevens Point Transportation Services policy 6.1-6.3 <p><i>an unsatisfactory record includes, but is not limited to three or more moving violations and/or at-fault accidents in the past two years, an Operation While Intoxicated (OWI)/Driving Under the Influence (DUI) citation within 12 months, or suspension or revocation of driver's license</i></p>



Preferred Qualifications

- Background in hunting
- Event coordination experience
- Desktop publishing experience
- Experience using survey software
- Experience using social media including Facebook, Instagram, Twitter

How To Apply

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. 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.

Anticipated Appointment Date

June 11, 2018

Terms of Employment

This is a temporary, University Staff Temporary Employee position, non-exempt from the Fair Labor Standards Act. This is a grant-funded position.

Deadline

To ensure consideration, completed online applications must be received by end of day on May 31, 2018. However, screening may continue until the needs of the recruitment are met.

Required Materials

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:

- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references

Position Contact

For additional information regarding the position, please call or email:
Peggy Farrell
Chair, Search and Screen Committee
Email: peggy.farrell@uwsp.edu
Phone: 715-346-4681

Human Resources Contact

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
Email: human.resources@uwsp.edu
Phone: 715-346-2606

Special Notes

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 a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

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>

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).

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.



University of Wisconsin
Stevens Point

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