



Position Title: WFC Workforce Development Program Assistant

The Wisconsin Forestry Center (WFC), based in the College of Natural Resources, is dedicated to serving the needs of Wisconsin's forestry community through initiatives that promote vibrant, sustainable forests and forest-based economies. The WFC offers forestry professional development, workforce recruitment and development, applied research, and public outreach.

This paid student position will be a key support position for the WFC. Tasks will be in support of the Wisconsin Forestry Careers Coalition. This position provides valuable experience supporting forestry workforce recruitment and development, including curriculum development, logistical support, equipment management, and technical development.

Duties:

- Curriculum Development: Aid in the development and execution of innovative workforce development educational programs focused on applied forestry. This includes crafting specialized forestry curriculums for high school students and promoting career pathways within the forest industry.
- Partnership Engagement: Assist with the collaborative efforts of the College of Natural Resources, industry professionals, equipment manufacturers, and training institutions to align workforce development initiatives with emerging needs in forestry.
- Logistical Support: Contribute to planning and coordinating logistics for educational and workforce development programs. This role includes facilitating scheduling, transportation, and the strategic use of forestry equipment, ensuring targeted and efficient program support.
- Equipment and Resource Management: Assist with maintaining and operating a range of forestry equipment while curating educational resources to support learning objectives.
- Inventory Control: Utilize Excel for comprehensive inventory management, tracking the availability and condition of educational forestry equipment, and optimizing resource allocation for the procurement of additional equipment needs.
- Technical Involvement: Assist in constructing and preparing capital and non-capital forestry equipment for portable, cost-effective, and practical educational purposes.

Required Skills:

- Practical knowledge and interest in education, forestry, or environmental education
- Experience managing tasks to meet deadlines
- Excellent communication skills
- Valid driver's license and willingness to learn use of trailers
- Comfort around chainsaws and other forestry equipment
- Familiarity with Microsoft Word and Excel

Preferred Skills:

- Experience writing curriculum/lesson plans
- Construction and building experience.



University of Wisconsin-Stevens Point

Wisconsin Forestry Center
College of Natural Resources

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Qualifications: To qualify for this internship, applicants must be enrolled in at least 12 undergraduate credits per semester, be in good academic standing with the university, and have a 2.5 or higher GPA. You also must be a student for the full 2024-25 academic year.

Pay & Commitment

- Pay: \$15/hour
- Schedule: Up to 25 hours/week while classes are in session; 40 hours/week during academic breaks.
- Location: Trainer Natural Resources Building

Application Instructions: To apply, complete the online application: <https://forms.office.com/r/SbXke0pr5M> (requires UWSP log-in). As part of the application form, please upload your resume.

Applications will be reviewed on a rolling basis and the position is open until filled.