



## Wildlands Studies Campus Representative Hiring for January 2017

### ABOUT WILDLANDS STUDIES

Wildlands Studies ([www.wildlandsstudies.com](http://www.wildlandsstudies.com)) field projects provide undergraduate students with the opportunity to join backcountry study teams as working field associates, studying environmental impact assessment, environmental policy, geologic, climatic and topographic factors that support various habitats, and the relationships between environments and culture. Participants are undergraduates who join us on site from all over North America and Canada. Each program grants 5-15 upper division academic credit that transfers to the students' home institution. Project teams consist of 8-16 participants working with a course instructor who provides onsite instruction and directs all field study activities.

### WORK EXPERIENCE & EDUCATION REQUIREMENTS

Strong interest or background in environmental education. BA/BS degree, Masters Degree preferred.

Excellent people and communication skills; experience giving presentations to large and small groups/ excellent oral presentation skills; able to establish professional rapport and build relations with university faculty, parents and students; able to research needed campus information; able to professionally represent Wildlands Studies to a variety of audiences. Easy going, approachable personality, flexible, willing to take on any task, able to use humor and diplomacy when working with others. Able to build and maintain relationships.

Must be self-led, able to work independently, and take on increasing independent responsibility. Able to maintain confidences. Strong computer and internet skill. Good logistical planner willing and able to make own travel arrangements including air travel, car rental, accommodations; keep up with a full day of classroom presentations; track expenses; and provide accurate reporting.

### GENERAL DESCRIPTION & DUTIES

The Campus Representative will support the student recruitment efforts of Wildlands Studies through university visits, classroom presentations, student information sessions and interactions with advisors, faculty and students. Position goals are to facilitate the Wildlands Studies outreach effort with the following aims:

- Increase student exposure and enrollment in Wildlands Studies projects.
- Improve/enhance relationships/exposure at visited universities by meeting with academic advisors, faculty, study abroad advisors and financial aid staff to discuss Wildlands studies programs, transfer of credits, use of financial aid, and promote advisor referrals.
- Increase rate of student referrals from university advisors and faculty, and from alumni.
- Increase the number of universities that allow use of financial aid for Wildlands Studies projects.
- Increase number of consortium or consent agreements with universities.

**Information dissemination:** Present at universities in classes (main priority and effort), student meetings and information sessions to solicit student applications. Meet with advisors and faculty to share information about Wildlands Studies, encourage student referrals, and help establish consortium agreements. When appropriate, meet with financial aid and/or study abroad officers to promote referrals and applications, discuss use of financial aid in consortium agreements, answer questions, and promote campus relationship.

**Data Management:** Maintain reports that track universities visited, classroom presentations, number of students in each class, name of professors, meetings with academic advisors and other relevant recruitment data. Report this data back to main office in a timely manner. Evaluate campus visits; make recommendations for future recruitment efforts.

#### **Campus Representative Schedule**

Wildlands Studies visits campuses during the academic term (quarter and semester). Visits typically start the third week of the quarter/semester and continue for 8-11 consecutive weeks for fall, winter and spring terms. Campuses are grouped and visited by locations/region. Campus visit schedule agreed upon in advance.

### DATES, REMUNERATION AND TRAVEL INFORMATION

Wildlands Studies is located in Santa Cruz, CA, although this position travels extensively to campuses across the USA and Canada. May visit to as many as 30 campuses in one year. Must be willing to travel; able to work 5-6 consecutive days at a time, and willing to commit to a full season/academic term. Dates of employment: Eight to eleven weeks each academic term depending on the term. Start September for Fall term 10-11 weeks), January for Winter term (8-9 weeks), and March for Spring term 4-5 weeks). Must be willing to make a full academic year commitment. Preference given to candidates willing to commit to two consecutive years. Remuneration: Pay to be determined by experience (starting at \$900-1000/week all-inclusive), paid on a weekly basis, and includes all travel days, on-campus representation, work done to prepare for campus visits and all work on-campus, and all aspects of providing campus representation. Schedule established when hired.

### HOW TO APPLY

Email cover letter with stated interest and experience, along with resume to [leslie@wildlandsstudies.com](mailto:leslie@wildlandsstudies.com). Please be sure to review our website and programs before responding. Qualified applicants will be contacted.