

## Position Description

**Title:** Graduate Wetlands Assistantship (GWA)

**Location:** Kansas Wetlands Education Center at Cheyenne Bottoms (KWEC)

**Contract Length and Stipend:** 9 month stipend during Fall and Spring semesters plus opportunity for a 3 month Hourly position during the Summer for a total yearly Stipend of \$14,000/year , with possible renewal for second year; No tuition waiver is offered with this assistantship.

**KWEC Work Schedule:** Part-time, not more than 18 hours/week; some weekends will be required  
**Supervisor:** Manager of KWEC

**Description:** KWEC GWAs must balance their responsibilities of their assistantship between graduate coursework at FHSU, research toward a graduate thesis, and working at the KWEC. Classwork and research will be conducted under the supervision of the GWA's major advisor. Preference will be given to applicants planning to do wetland research, but it is not required. Work related to the KWEC will be supervised by the manager of the KWEC.

### Duties of the KWEC position include:

- Serving as a receptionist for the KWEC office, greeting visitors, tracking daily attendance, answering visitor questions, answering and forwarding phone calls, etc.
- Becoming knowledgeable about Cheyenne Bottoms, wetlands, and the surrounding area
- Operating the cash register for the gift shop, including opening the cash drawer at the beginning of the day, running purchases during the day, and balancing the cash drawer at the end of the day
- Assisting the Environmental Educator with educational programs
- Leading interpretive talks and/or tours of the Bottoms, KWEC exhibits, and other special occasions for programs
- Assisting with feeding and maintaining the cages of live animals in the classroom
- Other duties as assigned

### Other requirements of position:

- The KWEC is located 70 miles from Hays. Transportation to and from the KWEC is the responsibility of the GWA. There are short-term living accommodations at the KWEC for GWAs not choosing to commute back and forth to Hays.

### Kansas Wetlands Education Center:

The KWEC is a branch museum of Sternberg Museum of Natural History that opened in April 2009. The mission of the KWEC is to educate the public about wetland communities, their importance and the need for conservation and restoration. The KWEC facility contains 11,246 square feet of floor space, including an exhibit gallery, an auditorium, a classroom, a museum store, and office spaces for staff, volunteers, and graduate students. Viewing areas overlook a marsh and a nature trail extends through a nearby wooded area. The building is located about 70 miles southeast of Hays, KS, near the city of Great Bend in central Kansas. It overlooks the largest wetland area in the interior of the United States, including: 19,857 acres known as the Cheyenne Bottoms Wildlife Area managed by the Kansas Department of Wildlife and Parks and 7,200 acres known as the Cheyenne Bottoms Preserve managed by The Nature Conservancy. Another large wetland area, Quivira National Wildlife Refuge (21,820 acres), is located about 40 miles south of the KWEC and managed by the U.S. Fish and Wildlife Service. <http://wetlandcenter.fhsu.edu>