



## Sustainability in Prisons Project Graduate Research Assistants



Position title: Graduate Research Assistant  
Employer: The Evergreen State College (Evergreen)  
Hrs/wk: 19  
Duration: August 2013 through August 2014 with possibility of extension  
Locations: Sustainable Prisons Project office (Seminar 2 E 2117) and in WDOC prisons housing SPP programs  
Pay: \$14/hour  
Supervisors: Kelli Bush, SPP Program Manager [bushk@evergreen.edu](mailto:bushk@evergreen.edu) and Joslyn Rose Trivett, Interim SPP Program Manager [trivettj@evergreen.edu](mailto:trivettj@evergreen.edu)

**Apply by emailing a cover letter, resume, and three references to [trivettj@evergreen.edu](mailto:trivettj@evergreen.edu)**; please include a ranked list of the position(s) in which you are most interested (see below), and the hours per week you will be available. We will review applications, and respond with offers to interview (by phone if needed).

### **Responsibilities:**

The Sustainability in Prisons Project is a partnership between The Evergreen State College (Evergreen) and the Washington Department of Corrections (WDOC), and Graduate Research Assistants work collaboratively with both partners and additional program partners to support SPP's mission:

To bring science and nature into prisons. We conduct ecological research and conserve biodiversity by forging collaborations with scientists, inmates, prison staff, students, and community partners. Equally important, we help reduce the environmental, economic, and human costs of prisons by inspiring and informing sustainable practices.

As the main focus of their work, Graduate Research Assistants are assigned to lead and coordinate a single program. Those positions and associated tasks include:

### **Taylor's Checkerspot Project Coordinator**

- Provide bi-weekly or weekly supervision of ongoing butterfly rearing operations at MCCCW
- Train new inmates and correct protocol drift when it occurs
- Identify needs, make purchase requests, and deliver project supplies and equipment
- Adapt to issues as they arise, including structure modifications and overall project scope
- Monitor care of perimeter area, including plant care in project-related garden beds
- Update and maintain rearing, intern, and general project protocols
- Participate in interview and hiring process for new inmate technicians as needed
- Communicate effectively with MCCCW staff regarding project issues and progress
- Follow DOC regulations with clearances, including visitors, chemicals, supplies/equipment, media, and inmate interactions
- Liaison with and receive training from rearing technicians at the OR Zoo
- Identify and purchase educational materials for inmates, and bring lecturers into the prison for the general population throughout the year
- Coordinate off site inmate technician activities including the annual working group meeting and a release event
- Participate in and contribute to Taylor's Checkerspot Working Group meetings
- Help identify appropriate research projects involving inmates, volunteers and other students
- Monitor and ensure the quality of data collection and record keeping
- Collect and analyze data
- Contribute to SPP operations and other projects as needed

### **Education Coordinator (may be combined with Evaluations position)**

- Coordinate monthly lecture series at two WA state prisons: recruit lecturers, prepare contracts, arrange security clearance and transportation
- Assist guest lecturers in preparing their presentations
- Coordinate media, equipment, and location needs for each lecture
- Document and record lecture presenters, topics, and associated media (photos, video, blog posts, etc.); save pieces on SPP server and website
- Follow up with lecturers after their presentations with a thank-you note and evaluations
- Facilitate donations of books or other materials on the behalf of guest lecturers to prison libraries or offices
- Follow up with lecture attendees' requests for further information about lecture topic(s)
- Connect guest lecturers and other interested community members with prison staff to facilitate direct development of science and sustainability programs
- Coordinate Independent Learning Contracts (ILCs) for interested inmates: identify faculty sponsor, work with student to create a proposal, register student for credit and facilitate tuition payment, manage student/faculty interaction and materials exchange throughout the quarter
- Participate in community outreach activities

## **Evaluations Coordinator (may be combined with Education position)**

- Develop and administer pre- and post-lecture surveys in collaboration with guest lecturers for inmate lecture attendees
- Develop and administer uniform evaluation program for inmate conservation program participants
- Administer pre- and post-lecture questionnaires for guest lecturers from the scientific community on their participation in SPP lectures or workshops
- Maintain survey data on all lectures and workshops
- Collaborate with other SPP staff and evaluators at Department of Corrections on evaluating SPP statewide, improving surveys, and working toward an evaluations program that can be used for an SPP nationwide network
- Update and create evaluations protocols

## **Oregon Spotted Frog Program Coordinator**

- Coordinate and facilitate communication and interaction between project partners at Cedar Creek Correctional Center (CCCC), Washington Department of Fish and Wildlife and larger scientific community, and The Evergreen State College.
- Participate in inmate technician interviews with prison staff
- Facilitate inmate training and provide relevant education materials including background research and publications
- Visit the prison on a weekly or biweekly basis
- Monitor the success, consistency and challenges of the OSF captive rearing program through communication with DOC project lead, other prison staff, SPP staff and other partners
- Provide guidance and materials to ensure continued success of cricket rearing program
- Adjust dietary and rearing habitat needs as suggested by OSF partners
- Communicate with OSF rearing community to identify and solve program related issues; provide weekly updates to the list serve regarding the captive rearing program at CCCC
- Update WA Department of Fish and Wildlife biologist regularly and accompany him/her on any prison visits
- Assist with scientific research including field surveys and frog releases
- Enter and analyzing data
- Monitor and ensure the quality of data collection and record keeping
- Write protocols, blog entries, web content and other publications
- Identify needs, make purchase requests, and deliver project supplies and equipment
- Attend weekly meetings with SPP staff
- Communicate progress and challenges to SPP Project Managers

## **Prairie Plant Production Graduate Assistant**

### *Shotwell's Landing Native Plant Nursery Tasks*

- propagate and cultivate rare and endangered prairie plant species
  - set up and monitoring of cold moisture stratification process
  - sowing, watering, weeding, fertilizing and general maintenance to ensure healthy nursery stock.
  - maintenance and vigilant care of automated irrigation systems



- organize nursery production protocols to increase efficiency
- oversee watering and general nursery maintenance one day a week
- supervise DOC and volunteer work crews in sowing and nursery maintenance
- direct the work of undergraduate assistants

#### *Stafford Creek Corrections Center and Washington Corrections Center for Women Tasks*

- conduct weekly trips to oversee production with DOC staff
- lead workshops on sowing, propagation tasks, and ecological education
- inventory nursery stock
- oversee offenders during sowing and instruct with watering, weeding and other general nursery maintenance
- direct the work of undergraduate assistants
- maintain strong relationship with prison staff, guards and offenders

### **For all positions, additional duties and opportunities include:**

#### Supervision

- Direct the work of volunteers and undergraduate interns who provide general program and research support

#### Media Tasks

- Write blog entries and other website content about events and accomplishments
- Prepare program “fact sheets” and posters for media, visitors, conferences, and outreach events
- Update SPP’s Facebook™ page with program and SPP updates

#### Reporting & Accountability

- Provide weekly updates to supervisor and at SPP team meetings
- Send bi-weekly or monthly email updates to program partners
- Provide bi-weekly task list outlining goals and projects
- Provide quarterly reports detailing accomplishments and progress

#### Opportunities

- Work in a collaborative, engaged community of scientists, researchers, faculty, staff and students
- Conduct research with inmates as partners
- Present the project at conferences, publish articles, and actively share knowledge with other groups about engaging the incarcerated community in conservation and education.
- Provide valuable contributions to SPP programs and contribute to the establishment of a the new SPP Network