



## Perennial Internship Program – Summer 2025

### Internship Position Description

Internship Title: Water Quality Natural Resources Perennial Intern

Internship Site: Chittenden County Regional Planning Commission (CCRPC) Winooski, VT

#### Description:

This position will play a key role assisting the CCRPC to aid Chittenden County municipalities in addressing Water Quality issues and road infrastructure to comply with Vermont Clean Water Act. The intern will work with other CCRPC staff to document work by our municipalities to address road erosion problems. In several of our towns, the intern will work to conduct road erosion inventories to identify road segments with inadequate stormwater best practices. In other towns the intern will update individual database to track their progress on such measures as road ditching, culvert upgrades and other measures to address stormwater runoff. The intern will meet with town road foremen and engineers to gather needed local input. Additionally, the Perennial Intern may assist in general transportation related data collection efforts and may have other duties assigned as needed, such as deploying traffic recording devices, monitoring bike and pedestrian projects, and field transit counts.

Desired qualifications/skills/coursework\*: The CCRPC seeks an intern who is detailed oriented and enjoys field work. The intern will generally work with another intern to conduct field inventories. Familiarity with Excel and ArcGIS is a plus as well as any general database experience. The intern will use CCRPC's plug-in hybrid vehicle as well as personal vehicles and must have a valid driver's license. Availability to use a personal car is desirable but not required.

#### Supervision:

The intern will be supervised by Chris Dubin, Senior Transportation Planner at the CCRPC. For more information on the CCRPC, see [www.ccrpcvt.org](http://www.ccrpcvt.org).

Start and End Dates: (Mid-May to Mid-August 2025 – exact start/end dates are negotiable)

Total Hours: (40 hours/week for 12 weeks)

Compensation: \$18/hour

How to apply:

**Rubenstein students who will have completed their sophomore or junior year by summer 2025 are eligible to apply. Students graduating in May 2025 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.**

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:

<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- Click the Favorite button to enable easier searches in the future.

2. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page.

3. You should now see the Perennial Internship opportunities! Click “View Details” to learn more about each position.

- Please do take the time to carefully read each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
- You may apply for up to **three** Perennial Internships.
- All applications are due by **11:59pm, on Friday, February 7th, 2025.**

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as PDFs. The following are the required documents:

- Resume
- Cover Letter
  - You should write and upload a unique cover letter for each position to which you are applying.
  - In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer

position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing**. When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender:

- This link: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This recommendation form needs to be submitted by the February 7th, deadline.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.