



Perennial Internship Program – Summer 2025

Internship Position Description

Internship Title: RSENR School Forest Steward (2 position)

Internship Site: UVM Research Forests - Jericho Research Forest, Jericho, VT

Description: The Rubenstein School of Environment and Natural Resources manages four UVM-owned forests for education, research, and demonstration of forest conservation and management. The two School Forest Stewards will work together in these forests to support these uses while working closely with the Research Forests Manager. The Stewards will learn and apply a range of practical hands-on forestry field skills. Work will range from regular weekly forest management and maintenance tasks to intern-designed projects, typically over the course of two 10-hour days each week, although this is open for modification. The majority of the work will be based at the Jericho Research Forest and Conservation Center with occasional work at the other Research Forests (travel to other Research Forests is in UVM vehicle from Jericho).

Routine support tasks will include work such as trail stabilization and erosion mitigation with hand tools, boundary line locating and marking, research plot maintenance and support, lawn and property maintenance, cutting/splitting/stacking firewood, tree and understory vegetation management, invasive plant treatment and removal, measurement of forest research plots, support of outreach activities, and other forestry related tasks. Training and mentoring will be provided by the Manager of the Research Forests.

Project based experience(s) will be designed based on candidates' interests and abilities and result in usable deliverables for the Research Forests, such as a management plan or outreach materials. Examples of projects include mapping forest vegetation and features, forest management plans, timber harvest planning, trail use planning, and invasive species monitoring and management.

Desired qualifications/skills/coursework: Access to transportation to Jericho, VT is required. UVM driver certification is a plus, as is UVM-approved chainsaw training (such as Game of Logging). The work may be physically challenging and is carried out in a variety of weather conditions, so willingness to work in all conditions is required and previous experience in outdoor work is desired. Candidates must be reliable, motivated, independent, and open to learning and applying new skills. Experience and interest in working with hand tools common to landscaping and forestry is desirable (mowers, weedwackers, chainsaws, carpentry tools). The ideal candidate will have coursework and experience in field navigation and orienteering, map making and use, tree identification, forest measurement techniques, and use of spreadsheets to manage data. Candidates should be comfortable using a map and compass or GPS to navigate independently in the forest.

Supervision: Jess Wikle, Manager, UVM Research Forests

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

Total Hours: 20 hours/week for 12 weeks or equivalent

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.