

# Rubenstein School of Environment and Natural Resources

## University of Vermont

### Perennial Summer Internship Program - 2024

**Internship Title:** Identification of Industrial Users on Vermont Municipal Wastewater Treatment Facility Systems

**Internship Site:** Remote/National Life; serviced by the CCTA Regional bus service (<http://cctaride.org/bus-routes-schedules>).

#### **Description:**

This internship with the Pretreatment Section of the Wastewater Management Program is an opportunity to work with municipalities to develop Industrial User Surveys (IUS). The intern will use digital research and database skills to prioritize municipalities for outreach. Then they will work with public works officials in those municipalities to complete lists of industrial users and the pollutants discharged. This internship will provide an opportunity to accompany wastewater staff on wastewater inspections and gain insight into facility operations and state and federal regulations.

The intern will use the Vermont Secretary of State's Corporations Division website to identify and compile a database of industrial users that discharge to Vermont municipal wastewater treatment facilities (WWTFs). Once the potential Industrial Users (IUs) are identified, the intern will work with the supervisor to develop a rating system to select a minimum of 10 municipalities to work with on an IUS. The intern will then assist the municipalities with conducting the IUS using the [DEC Interim Industrial User Survey Guidance](#).

IUSs are a requirement of National Pollutant Discharge Elimination System permits. However, many of the municipalities across Vermont lack the technical, managerial, and financial capacity to complete these surveys. An IUS provides a WWTF a better understanding of the quality and volume of wastewater received. For the program, supporting municipalities to complete an IUS fosters cooperation and improves compliance with wastewater permits, leading to desirable environmental outcomes.

**Desired qualifications/skills/coursework:** Proficiency with Excel spreadsheets, outgoing attitude to contact and communicate with municipalities especially by phone, desire to assist underserved communities, and basic knowledge of wastewater treatment.

**\*Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. \***

**Supervision:** Heather Collins

**Start and End Dates:** Mid-May – Mid-August, 2024 (exact start/end dates are negotiable)

**Total Hours:** 20 hours/week for 12 weeks

**Compensation:** \$18/hour

**How to apply:**

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 great 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 Monday, February 5th, 2024.

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

i. You should write and upload a unique cover letter for each position to which you are applying.

ii. 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 5th, deadline.

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

- The Rubenstein Student Advisory Board members are great at reviewing resumes/cover letters and providing helpful feedback! Email the SAB to schedule an appointment after the start of the semester, or stop by their peer mentoring hours when the Spring semester starts (schedule to be posted by Jan 16, 2024): [rsenrsab@uvm.edu](mailto:rsenrsab@uvm.edu)
- 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](#).
- Get connected with folks in the Rubenstein Student Services Office for resume and cover letter review during drop-in hours:  
Meghan Young – Tuesdays, 10:00am-12:00pm, Aiken 219 Emily LeForce – Thursdays, 1:00-3:00pm, Aiken 220 Hub  
Cathy Shiga-Gattullo – Mondays, 1:00-3:00pm, Aiken 220 Hub

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.