

Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2024

Internship Title: Lake Champlain Sea Grant Program Assistant (*or similar*)

Internship Site: UVM Forestry Lab, 705 Spear St., and sites around Burlington with occasional statewide travel.

Description: The [Green Infrastructure Collaborative](#), part of Lake Champlain Sea Grant in the Rubenstein School, is seeking a student intern to work with us this summer. The primary goal will be contributing to the [BLUE Stormwater Program](#). The program is a residential stormwater site assessment program that collaborates with residents to identify opportunities for stormwater mitigation, affect behavioral changes, and establish stewardship principles to protect our waters from water quality degradation. Site visits happen in person, but some remote work is possible.

This position involves managing all aspects of the site visits. This includes conducting initial property owner recruitment, scheduling, site background research, providing program participants with advice and suggestions regarding residential stormwater management, and developing, delivering, and evaluating outreach materials and the overall program. In addition to BLUE, there will be opportunities for the intern to participate in other outreach programs hosted by Lake Champlain Sea Grant staff.

Desired qualifications/skills/coursework: Applicants should demonstrate an interest and comfort in engaging with the public to discuss the impact of stormwater runoff on streams, rivers, and lakes. Experience and knowledge of Ecological Landscape Design, including Green Stormwater Infrastructure practices, such as rain gardens and permeable pavement, is especially desired, as is the ability to communicate professionally orally and in writing. A valid driver's license and ability to provide own transportation to and from various work sites and locations is required. Knowledge of ESRI ArcGIS software and ANR Natural Resources Atlas is also desired.

***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: Student will be supervised by Jill Sarazen, Lake Champlain Sea Grant Green Infrastructure Collaborative Coordinator

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

Total Hours: 30 hours/week for 12 weeks (ex. 20 hours/week for 12 weeks, 30 hours/week for 10 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
- 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.