Rubenstein School of Environment and Natural Resources
University of Vermont
Perennial Summer Internship Program - 2019

Internship Title: Water Quality Natural Resources Perennial Intern

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

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 monitor and document work by our municipalities to address road erosion problems identified in our 2016-2018 field inventories. The intern will help to build individual databases for each municipality 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 and meet with staff of the Vermont Dept. of Environmental Conservation and the Vermont Agency of Transportation to assure consistency of data collection efforts and help with documentation of town road erosion expenditures. Additionally, the Perennial Intern will 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 electric vehicles 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 Dan Albrecht, Senior Planner and Chris Dubin, Transportation Planner at the CCRPC. For more information on the CCRPC, see www.ccrpcvt.org.

Start and End Dates: Mid-May – Mid-August, 2019 (exact start/end dates are negotiable)

Total Hours: 20 hours/week, 12 weeks (The CCRPC will also hire the intern for an additional 15-20 hours per week for additional services related to transportation and/or water quality).

Compensation: $12.50/hour for the first 10 hours per week, $14.00 for each hour per week thereafter.

*Rubenstein students who will have completed their sophomore or junior year by May 2019 are eligible to apply. Rubenstein students can apply for up to 3 Perennial Internships. Earning internship credit through the Rubenstein Internship Program will be required.*

How to apply:

1. Click the following link to view the Rubenstein Perennial Internships in Handshake (https://uvm.joinhandshake.com/employers/226837)
   a. If asked to log in: click “UVM Net ID Login” & login
   b. 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.
   a. Please do take the time to read through each individual description so that you don’t miss a great opportunity by judging an internship solely on its title
   b. You may apply for up to three Perennial Internships
   c. All applications are due by midnight, Wednesday, January 30th, 2019

4. You’ll need to upload all required documents in Handshake in order to apply for any Perennial Internship:
   a. Click on your name at top right of screen in Handshake
   b. Select Documents

5. Please upload documents as pdfs whenever possible. The following are required documents:
   i. Resume
   ii. Cover Letter - You should write & upload unique cover letters for each position to which you’re applying
   iii. Transcript - Login to your my uvm portal, click on the Registrar link, click Request Official Transcript by email, once received save it as a pdf and upload
   iv. Other Required Documents - Reference(s) & Position Ranking - in one document, please include & upload:
      1. Reference(s) – Provide name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, a professor or teacher, etc
      2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order

6. In addition to the documents you’ll submit, a recommendation form needs to be completed by a Rubenstein faculty, graduate student or staff member of your choosing. Please provide your recommender this link to the recommendation form when you ask if they are willing to complete the form to support your application.
   a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you’re applying for. This recommendation form needs to be completed by the January 30th deadline.
   b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s).

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:
a. The Rubenstein Stewards are great at reviewing resumes/cover letters and providing helpful feedback – stop by Aiken 219.

b. Stop by Anna Smiles-Becker’s (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.

c. Visit the **The Hub**, 1st Floor Davis Center Mondays-Thursdays 10am-5pm, Fridays 10am-3pm.

8. A team of Rubenstein faculty and staff will be reviewing all submitted applications and forwarding materials onto each Perennial site. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during early-mid March.