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

Internship Title: Forestry Research and Rubenstein School Greening Internship

Internship Site: Aiken Center and Vermont and NH Forests

Description: The summer work will include the maintenance of the Aiken solarium and the preparation of all Rubenstein School buildings for Net Zero energy. This portion of the work will involve about 4-8 hours per week working with the Aiken Solarium Maintenance Plan and the UVM Greenhouse Director. The remaining 12-16 hours per week will involve planting and maintaining multiple tree species that will be planted in both urban and forest setting. The forest research sites are located in New Hampshire and Vermont and will be associated with different silvicultural treatments. Periodic measurements of seedling growth and survival will be completed.

 Desired qualifications/skills/coursework: Open to Rubenstein students who have completed Dendrology (FOR 021) and Natural Resources Ecology and Assessment 1 (FOR 111).

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

Supervision: Supervision will be from Gary Hawley and Peter Clark

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

Total Hours: 20 hours/week, 12 weeks

Compensation: $12.50/hour

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.