Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2019

Internship Title: Seed and Cutting Propagation Intern

Internship Site: Intervale Conservation Nursery, 180 Intervale Road, Burlington, VT

Description: The Intervale Conservation Nursery is a native tree and shrub nursery in Burlington, VT. Our trees and shrubs are propagated from seeds and cuttings that are wild-collected from different areas in Vermont. The trees and shrubs we grow at the nursery are destined for restoration projects throughout the state. We offer a diverse number of species, but we are looking to improve and expand our species list.

The Seed and Cutting Propagation internship will focus on seven species that we have had a difficult time propagating in our greenhouse. These include basswood, black cherry, chokecherry, quaking aspen, nannyberry, winterberry, and aronia. The intern will conduct preliminary research on best propagation techniques for each species. The intern will collect seeds and cuttings (both softwood and root) and conduct controlled experiments in assorted growing media, and keep detailed reports of her/his findings. A final report will explain techniques and methods for future propagation. The perennial intern will also assist nursery staff with day-to-day tasks on an as needed basis.

The intern will be working directly with the nursery Propagation Technician and will be supervised by the Production and Volunteer Coordinator. This internship is meant to be a learning experience for the RSEN student who is ready and willing to put her/his skills to work solving a specific problem. Most importantly, we are looking for an intern who has critical thinking skills and can think outside the box, has great attention to detail and takes pride in a finished product.

Desired qualifications/skills/coursework: Previous greenhouse work is a plus but not required. Some plant and soil science background is helpful. Intern must be analytical, organized and a clear communicator. The intern must enjoy being outside and have a positive work ethic. At times the work will be unsupervised, and so the intern will need to be a self-starter who can work independently.

Supervision: Madeline Cotter, Production and Volunteer Coordinator

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

*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.