Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2018

Internship Title: RSENR School Forest Steward

Internship Site: UVM Jericho Research Forest Jericho, VT

Description:

The Rubenstein School of Environment and Natural Resources manages four UVM owned forests for education, research, and demonstration of forest conservation and management.

The School Forest Steward will work closely with the school’s forest manager to support a variety of research and educational forest uses. The work involves learning and applying a range of practical hands-on tool and field skills that are valuable in the realms of professional work and are also helpful life skills. Work will range from regular weekly maintenance tasks to broader projects that will begin at the design phase. A majority of the work will be in an outdoor setting based at the Jericho Research Forest and Conservation Center with occasional days at the three other forests.

To the extent possible, project based experience(s) will be paired with candidate’s interests and abilities. Examples of projects may include mapping forest vegetation and features, forest inventory, boundary line location and maintenance, invasive species monitoring and management. Routine support tasks will include work such as preparing firewood, trail erosion mitigation, grounds maintenance, mowing, etc. Training and mentoring will be provided by the UVM forest manager.

Desired qualifications/skills/coursework:

Access to transportation to Jericho, VT is required. UVM driver certification is a plus. The work may be physically challenging and may need to be carried out in a variety of weather conditions so willingness to work outside in all conditions is required - experience is a plus. Candidates must be reliable, motivated, and be open to learning and applying new skills. Experience and interest in working with hand tools and machinery common to the landscaping and forestry trades is desirable (mowers, saws, etc). The ideal candidate will have coursework and/or experience in field navigation and orienteering, map use and making, tree identification, use of spreadsheets to manage data. Digital mapping and navigating with GPS and ArcGIS are a plus although only with the foundation of non-digital means.

Supervision:

Ralph Tursini, RSENR Forest Lands Manager & Facility Coordinator.

Start and End Dates:

May 21 – August 17, 2018 (exact start/end dates are negotiable) -
Total Hours:

20 hours/week, 12 weeks

Compensation: $12.50/hour. Earning internship credit through the Rubenstein School Internship Program is required.

*Rubenstein students who will have completed their sophomore or junior year by May 2018 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. Make sure that you’re using the UVM Net ID Login button.
   b. If you have not logged into Handshake before, you will be prompted to complete your profile before viewing the Rubenstein Perennial Internships
2. Click the Favorite button to enable easier searches in the future
3. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page
4. You should see 34 great 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 31st, 2018
5. 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
6. 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,

2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order.

7. 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 31st deadline.

   b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s).

8. 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 and be sure check out their **office hours**.

   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.

9. 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.