Internship Title: Rubenstein School Greening & Forest Service Plant Physiology Field Research Intern

Internship Site: Aiken Center & RSENR Spear St. Research Lab, Burlington, VT & field sites in NH & VT

Description: Intern will work on green building feature maintenance and data collection for the Aiken Center. This will include working on the green roof, EcoMachine, solarium and recycling/composting projects in the building. After training the intern will be expected to give occasional green building tours of the Aiken Center to students and the general public. In addition, the intern will work on greening and efficiency enhancements for other Rubenstein facilities in the Burlington area (Johnson House, Rubenstein Ecosystem Sciences Laboratory, Bittersweet, and the Rubenstein/Forest Service building.) Intern will also work with faculty to quantify benefits of green building practices and determine monetary pay back periods for green building features.

Intern will assist in all aspects of ongoing research projects generally examining human impacts on forest ecosystems. This will include physiological measurements and maintenance of research plantings that are located both in the Burlington area and several other locations in Vermont. In addition, long-term experimental studies and natural forest ecosystems will be examined at the Hubbard Brook Experimental Station in New Hampshire. Intern will also help with site preparation for future experimental plantings at our Spear St. Laboratory location and at our Wolcott VT, research forest. The intern will also be expected to help with dendrochronology assessments of tree increment cores, preparation of plant tissue for analytical analysis and with plantation maintenance and measurements at our American chestnut restoration plantings.

Desired qualifications/skills/coursework: Experience interacting and working with members of the public, solid written and oral communication skills, capacity to work effectively with little supervision, basic understanding of green buildings and a willingness to learn new information quickly. Data manipulation, summary and analysis programs in Excel and JMP will be part of a desired skillset. While reliable transportation is helpful, flexibility and resourcefulness are key. Possession or access to a computer is essential to this position.

Ability to work in native forests and experience with field maintenance equipment such as weed whackers and mowers is desirable. Knowledge of laboratory procedures as well as experience in measuring trees and seedlings in controlled experiments and natural forest settings is valued. Ability to occasionally work long hours and to hike and navigate with GPS units in forest settings is also desirable. A high quality applicant will be able to lift 50 pounds and be available to work occasional evenings and weekends.

Supervision: Intern will be supervised by Gary Hawley, RSENR Faculty and by PhD and MS graduate students.

Start and End Dates: Mid-May – Mid-August, 2018 (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 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.