Rubenstein School of Environment and Natural Resources
University of Vermont
Perennial Summer Internship Program - 2018

**Internship Title:** Environmental Scientist/Technician

**Internship Site:** Vanasse Hangen Brustlin, Inc. (VHB), South Burlington, VT

**Description:** Vanasse Hangen Brustlin, Inc. (VHB) is seeking qualified applicants from the Rubenstein School of Environment and Natural Resources (RSENR) for a summer internship position as an entry-level Environmental Scientist/Technician at our South Burlington, Vermont office. VHB is a 1,300+ person firm that provides integrated environmental, transportation, and land development services from 24 offices located up and down the eastern seaboard. In our South Burlington office (located ~4 miles south of Burlington on U.S. Route 7), our diverse and challenging portfolio includes projects related to utilities, renewable energy, ski resorts, agriculture, transportation infrastructure, municipalities, and real estate development. VHB is committed to providing a challenging, fun, and rewarding work environment.

The entry-level Environmental Scientist/Technician position will involve tasks such as: field work throughout Vermont and neighboring states, data processing and analysis, GIS and map-making, and technical report-writing. Typical field duties may include: testing of soil, groundwater, and surface water quality; hazardous site monitoring; collection of soil and water samples; wetland identification and delineation; wildlife habitat, floristic, or natural community surveys; ecological monitoring; and GPS data collection. Key responsibilities will involve the ability to conduct tasks independently and as part of a team, with instruction and mentoring from project managers and other field/data technicians. Responsibilities may involve working in remote field locations, at night, on weekends, and/or in challenging weather conditions.

**Desired qualifications/skills/coursework:**

This position requires that the student be enrolled in RSENR’s core curriculum, with a concentrated study in environmental science, natural resources, wetland science, and/or a related field. This position also requires that the student has successfully completed at least an introductory environmental sciences course (e.g., ENSC 1) with additional completion of environmental science-related coursework (e.g., NR 25) desirable. The ideal candidate will have strong writing and computer skills including proficiency in Microsoft Word, Microsoft Excel, and ESRI ArcGIS. The ideal candidate will be motivated and detail-oriented. Valid driver’s license preferred, but student does not need access to personal vehicle.

**Supervision:**

This position will be supervised by one of VHB’s senior project managers in Environmental Services but will have opportunities to work with a variety of environmental scientists at different stages of their careers. Supervisor, Intern & RSENR Internship Coordinator will meet at the beginning, middle and end of the internship.
Start and End Dates:
Mid-May – Mid-August, 2018 (exact start/end dates are negotiable)

Total Hours:
20 hours/week, 12 weeks (guaranteed). Depending on workload, up to 40 hours/week may be available during some or all of the internship.

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.