

# Rubenstein School of Environment and Natural Resources

## University of Vermont

### Perennial Summer Internship Program - 2021

**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 ~1,600 person firm that provides integrated environmental, transportation, and land development services from 27 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; 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 both 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.

VHB prioritizes the health and safety of its employees, especially during the COVID-19 pandemic. Currently, all VHB employees across our footprint work remotely, with staff office visits limited to essential tasks only. Field work is conducted in accordance with the best available safety protocols. Because the situation is dynamic, and based on the best available information, VHB will likely not return to regular office-based occupancy until at least June 2021. Office/ computer-based tasks will be completed remotely, with VHB-provided equipment.

**Eligibility:** Rubenstein students who will have completed their sophomore or junior year by May 2021 are eligible to apply. Students graduating May 2021 are not eligible to apply.

**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.

**\*Rubenstein students currently in their sophomore and junior years are eligible to apply. Seniors graduating in May 2021 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. Due to possible restrictions related to the ongoing COVID-19 pandemic, Perennial Internships may happen as described, be modified or canceled.\***

**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.

**Start and End Dates:** Mid-May – Mid-August, 2021 (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:** \$13.00/hour

**How to apply:**

1. Click the following link to view the [Rubenstein Perennial Internships in Handshake](https://uvm.joinhandshake.com/employers/226837)  
<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 11:59pm, Wednesday, January 29th, 2021.
4. You'll need to upload all required documents in Handshake before you can 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. The following are required documents:
  - a. Resume.
  - b. Cover Letter - You should write & upload unique cover letters for each position to which you are applying to.
  - c. 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.

- d. Other Required Documents - Reference(s) & Position Ranking - **in one document, please include & upload:**
  - i. 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. The person listed should **NOT** be the person also completing your recommendation form.
  - ii. 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 will need to submit, a [recommendation form](#) completed by a Rubenstein faculty, graduate student or staff member of your choosing. When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender this [link to the recommendation form](#)
  - a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
  - b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This [recommendation form](#) needs to be submitted by the January 29<sup>th</sup> deadline.
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 111.
  - b. Stop by the [Food, Environment & Sustainability Career Interest Group](#) Drop In Hours in the Career Center (204 Davis Center): Tuesdays, 10:30am – 12pm and Wednesdays, 1:30pm-3pm
  - c. Stop by Anna Smiles-Becker’s (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.
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.