Perennial Summer Internship Program - 2018

Internship Title: Aquatic Invasive Species (AIS) Management Program field staff

Internship Site: Field work is conducted statewide at various waterbodies, primarily lakes and ponds, and carpooling from the UVM campus or greater Burlington area will be possible for some of the work. Office and lab work is conducted in Montpelier at the National Life Campus, which is serviced by the CCTA Regional bus service (http://cctaride.org/bus-routes-schedules).

Description: Intern would work side-by-side with experienced ANR Watershed Management Division field staff to monitor for aquatic invasive plants and animals and implement control techniques for select species when necessary. This aspect of the position may involve sampling from motorized watercraft, kayak, and in-the-water monitoring using snorkeling gear, depending on each individual situation. The intern will also be involved in AIS spread prevention efforts, which may involve training in watercraft inspection and decontamination for aquatic invasives and assisting with ANR's messaging campaign to inform the public of AIS threats. Depending on the skillset of the intern, there may be opportunities to generate print and online media for the program, as well as the ability to contribute to the Watershed Management Division's online blog. Field projects occur at various sites statewide between April and November, as weather allows, and the position will be comprised of roughly 75% field work. The intern will also have the chance to assist staff with educational workshops, laboratory identification of native and nonnative plants and animals, and other opportunities that may become available over the course of the summer. The intern will be involved in nearly all facets of AIS management, and will leave this internship with an understanding of the environmental, financial, and social aspects considered when managing invasive species.

Desired qualifications/skills/coursework:

- Must be able to swim and be comfortable working in motorized and nonmotorized watercraft in all types of weather conditions
- Must be able to lift moderately heavy objects (e.g., boat anchor, sampling gear, canoe, kayak)
- A basic biological knowledge a must, aquatic biology background helpful
- Prior experience with taxonomic keys a plus
- Prior boating experience a plus, but not required
- Working knowledge of EXCEL, WORD, and basic database management preferred

Supervision: Intern will be supervised by Aquatic Invasive Species Management Coordinator Josh Mulhollem with the Watershed Management Division of ANR's Department of Environmental Conservation. The intern will also work closely with another Aquatic Invasive Species Biologist, Kim Jensen.
Start and End Dates: June 1 to August 15, but dates are negotiable.

Total Hours: 24 hours/week for 10/12 weeks

Compensation: $12.50/hour. Earning internship credit through UVM 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.