Internship Title: Continuous Forest Inventory on ANR Lands- Two Interns Desired

Internship Site: Department of Forests, Parks & Recreation- St. Johnsbury ANR office, 374 Emerson Falls Road, St. Johnsbury, VT

Description: The primary objective is to establish permanent data collection plots for Continuous Forest Inventory (CFI) on ANR lands within the Northeast Kingdom District. The data collected during this internship will be utilized in the long-term management of State Land and integrated into the larger dataset of Vermont forest information.

Desired qualifications/skills/coursework: Job duties include performing a variety of field measurements serving both timber and wildlife habitat management. Desired skills include field navigation, natural resources inventory data collection, and tree identification. Successful candidate will be detail-oriented, able to navigate rugged terrain in adverse weather conditions, comfortable working in a team environment. Candidate must have a valid driver’s license.

Eligibility: Rubenstein students who will have completed their sophomore or junior year by May 2020 are eligible to apply. Students graduating May 2020 are not eligible to apply.

Supervision: Supervision provided by the district Stewardship Forests, Louis Bushey or another district forester assigned to the project. Following training, supervision in the field will be regular but minimal. Candidates will need to be self-motivated.

Start and End Dates: June 1 to August 15, but dates are negotiable.

Total Hours: 40 hours/week, 12 weeks

Compensation: $12.50/hour

How to apply:

1. Click the following link to view the Rubenstein Perennial Internships in Handshake: 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, 2020.

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:
   i. Resume.
   ii. Cover Letter - You should write & upload unique cover letters for each position to which you are applying to.
   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, etc. The person listed should NOT be the person also completing your recommendation form.
      2. 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 29th 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.