Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2018

**Internship Title:** Urban and Community Forestry Intern

**Internship Site:** Montpelier and field work in at least four Lake Champlain basin towns (to be determined)

**Description:**

Ever wondered who takes care of that thin strip of greenery along the edge of the road? Along Vermont’s backroads, town road crews end up with most of the job. But managing an ecosystem that’s less than 20 feet wide and up to 75 miles long is no easy task. What species grow well in these narrow strips of public land? What stressors do they face? And how can towns preserve their roadside vegetation while keeping their roads safe and passable?

The Resilient Right-of-Ways project leads towns in an approach to address road erosion, flooding, and water pollution using nature-based solutions – trees and plants. The Vermont Urban & Community Forestry Program (UCF) is documenting how vegetation keeps our rural roads beautiful while doing the work of stabilizing banks, reducing erosion, and stormwater flowing over roads.

The **Urban and Community Forestry Intern** will primarily work with Joanne Garton, the rural road project lead, to assess vegetation and vegetation patterns along rural roads in at least four towns in the Lake Champlain Basin. The intern will spend much of the summer in the field, walking or biking to collect data on trees, plants, and other roadside ecosystem descriptors. The intern will also create educational material that raises awareness about roadside vegetation, including historic trees and invasive species. Office work will consist of collecting baseline information about towns from online resources (ANR Atlas, BioFinder and iNaturalist) and managing photographic and video footage of field work for use in the outreach material.

**Desired qualifications/skills/coursework:**

**Required**
- Methodical and organized with strong attention to detail
- Ability to work outside all day, capable of bicycling up to ten miles in a day or walking up to five miles along unpaved roads
- Valid driver’s license
- Understanding of general ecology and watershed science
- Some forestry experience and identification skills applied to trees, shrubs, herbaceous plants and forested communities in Vermont
- Ability to read and interpret maps
- Ability to work independently in the field
- Comfortable answering questions from the public or referring questions to appropriate staff
• Comfortable using iPads and smartphones for field work
• Experience using a smartphone or camera to create and capture images and videos for use in outreach material

Desired
• Experience with field data collection
• Ability to create and edit basic maps using ArcGIS
• Ability to collect and synthesize geographic data from online sources such as ANR Atlas and BioFinder
• Experience with photography

Supervision: Joanne Garton

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

Total Hours: Approx. 24 hours/week, 10 -12 weeks – schedule negotiable.

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](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.