Rubenstein School of Environment and Natural Resources
University of Vermont
Perennial Summer Internship Program - 2016

Internship Title: Conservation Project Intern

Internship Site: www.vycc.org

Description: The conservation projects intern (CPI) position will involve roughly 50% computer/office work and 50% field work (this may change week to week). This position will assist VYCC in comprehensive data management and provide field support for watershed and conservation projects. The CPI will be expected to work at the VYCC office in Richmond, VT and travel throughout the state of Vermont (VYCC will provide transportation from the office to project sites).

Specific duties include: Data analysis, entry and recording, field analysis of watershed projects and participation in implementation of watershed projects, on-site project quality control, and in the field data collection. Conservation and watershed projects include: trail construction and maintenance, riparian restorations, erosion mitigation, green storm-water infrastructure, and storm water outfall assessments. For example, the CPI will be responsible for ensuring a tree planting project is completed in specific locations and with proper methods as well as ensuring accurate data collection and reporting (such as acres of land improved, linear feet of waterways improved, number/type of trees planted).

Desired qualifications/skills/coursework: Clean driving record, experience working as part of a team, excellent communication skills, and flexibility with work hours, ability to lift at least 50 pounds, hike on steep terrain, competent with technology and computer programs, and complete physically demanding work. Desired coursework includes: natural resources, mathematics, ecology, and forestry.

Supervision: The CPI will be supervised by the VYCC watershed program manager and also work directly with several members of the conservation program.

Start and End Dates: Mid-May – Mid-August, 2018 (exact start/end dates are negotiable)

Total Hours: 20 hours/week, 12 weeks

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](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.