

# Rubenstein School of Environment and Natural Resources

## University of Vermont

### Perennial Summer Internship Program - 2024

**Internship Title:** RSENR School Forest Steward

**Internship Site:** UVM Jericho Research Forest - Jericho, VT

**Description:** The Rubenstein School of Environment and Natural Resources manages four UVM-owned forests for education, research, and demonstration of forest conservation and management. The School Forest Steward will work in these forests to support these uses while working closely with the Research Forest Manager. The successful candidate will learn and apply a range of practical hands-on forestry field skills. Work will range from regular weekly forest management and maintenance tasks to intern-designed projects. The majority of the work will be in an outdoor setting based at the Jericho Research Forest and Conservation Center with occasional work at three other school forests across Northern Vermont.

**Responsibilities/duties:** Routine support tasks will include work such as cutting/splitting/stacking firewood, trail mapping with GPS/GIS, trail and road stabilization and erosion mitigation with hand tools, boundary line locating and marking in the field, lawn and property maintenance, tree and understory vegetation management, invasive plant removal with hand tools, and other forestry-related tasks. Training and mentoring will be provided by the Manager of the Research Forests.

Project based experience(s) will be designed with candidate's interests and abilities. Examples of projects may include mapping forest vegetation and features, forest inventory, timber sale planning, trail planning, forest management planning, or invasive species monitoring and management.

**Desired qualifications/skills/coursework:** Access to transportation to Jericho, VT is required. UVM driver certification is a plus. The work may be physically challenging and may need to be carried out in a variety of weather conditions so willingness to work outside in all conditions is required and experience in outdoor work is important. Candidates must be reliable, motivated, independent, and open to learning and applying new skills. Experience and interest in working with hand tools and machinery common to the landscaping and forestry trades is desirable (mowers, saws, carpentry tools, etc.). The ideal candidate will have coursework and/or experience in field navigation and orienteering, map use and making, tree identification, use of spreadsheets to manage data. Experience or coursework with GIS mapping is a plus as is navigating in the forest using map and compass.

**\*Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. \***

**Supervision:** Jess Wikle, Manager, UVM Research Forests

**Start and End Dates:** Mid-May – Mid-August, 2024 (exact start/end dates are negotiable)

**Total Hours:** 20 hours/week for 12 weeks or equivalent

**Compensation:** \$18.00/hour

**How to apply:**

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:  
<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- 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.

- Please do take the time to carefully read each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
- You may apply for up to three Perennial Internships.
- All applications are due by **11:59pm, on Monday, February 5th, 2024.**

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as pdfs. The following are the required documents:

- Resume
- Cover Letter

i. You should write and upload a unique cover letter for each position to which you are applying.

ii. In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be 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: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- 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 February 5th, deadline.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- The Rubenstein Student Advisory Board members are great at reviewing resumes/cover letters and providing helpful feedback! Email the SAB to schedule an appointment after the start of the semester, or stop by their peer mentoring hours when the Spring semester starts (schedule to be posted by Jan 16, 2024): [rsenrsab@uvm.edu](mailto:rsenrsab@uvm.edu)
- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center’s drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Get connected with folks in the Rubenstein Student Services Office for resume and cover letter review during drop-in hours:

Meghan Young – Tuesdays, 10:00am-12:00pm, Aiken 219 Emily LeForce – Thursdays, 1:00-3:00pm, Aiken 220 Hub Cathy Shiga-Gattullo – Mondays, 1:00-3:00pm, Aiken 220 Hub

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.