

Rubenstein School of Environment and Natural Resources
University of Vermont

Perennial Summer Internship Program - 2024

Internship Title: Forest Science Digital Content Creation Internship

Internship Site: Varied locations, including the South Burlington Extension Office (Kennedy Drive), intern's home office (or other remote location of choice), and forest sites around the state.

Description: Join the UVM Extension Forestry Program as a Digital Content Creation Intern and play a vital role in raising awareness about the critical role of forests for biodiversity, climate resilience, and carbon sequestration. This internship offers a unique opportunity to harness your creativity, digital skills, and passion for forests to develop engaging content across various platforms. As an intern, you will be responsible for designing and crafting various types of compelling content, such as photos and videos, blog and social media posts, StoryMaps, printed materials, and web and e-newsletter content, that educates audiences on forest ecology, climate change, and proactive forest management practices undertaken by private landowners and foresters around Vermont. You will have opportunities to visit forest sites around the state to see examples of climate-focused forest management, as well as work closely with Dr. Ali Kosiba to learn more about forests and their ecology.

Desired qualifications/skills/coursework: Strong written and verbal communication skills, creativity, ability to work both independently and with others, familiarity with creating digital content, basic knowledge of forests and their importance, willingness to travel to forest sites around the state.

Supervision: Dr. Ali Kosiba, Extension Assistant Professor of Forestry and Extension Forester

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

Total Hours: Position available either part or full time: 24-40 hours/week for 12 weeks

Compensation: \$18/hour

How to apply: Rubenstein students who will have completed their sophomore or junior year by summer 2024 are eligible to apply. Students graduating in May 2024 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.

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
- 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.