

Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2024

Internship Title: Environmental Scientist/Technician

Internship Site: Vanasse Hangen Brustlin, Inc. (VHB), South Burlington, VT

Description: Vanasse Hangen Brustlin, Inc. (VHB) is seeking qualified applicants from the Rubenstein School of Environment and Natural Resources (RSENR) for a summer internship position as an entry-level Environmental Scientist/Technician at our South Burlington, Vermont office. VHB is a nearly 2,000-person firm that provides integrated environmental, transportation, and land development services from 30 locations along the eastern seaboard. In our South Burlington office (located ~4 miles south of Burlington on U.S. Route 7), our diverse and challenging portfolio includes projects related to utilities, renewable energy, ski resorts, agriculture, transportation infrastructure, municipalities, and real estate development. VHB is committed to providing a challenging, fun, and rewarding work environment.

The entry-level Environmental Scientist/Technician position will involve tasks such as: field work throughout Vermont and neighboring states, data processing and analysis, GIS and map-making, and technical report-writing. Typical field duties may include testing of soil, groundwater, and surface water quality; collection of soil and water samples; assisting with wetland identification and delineation; wildlife habitat, floristic, or natural community surveys; ecological monitoring; and GPS data collection. Key responsibilities will involve the ability to conduct tasks both independently and as part of a team, with instruction and mentoring from project managers and other scientists. Responsibilities may involve working in remote field locations, at night, on weekends, and/or in challenging weather conditions.

VHB prioritizes the health and safety of its employees, and field work is always conducted in accordance with the best available safety protocols. VHB employees across our footprint have adopted a work-from-home/ in-office hybrid schedule, and will likely continue with this work model into the foreseeable future. Office/ computer-based tasks will be completed, with VHB-provided equipment.

Desired qualifications/skills/coursework: This position requires that the student be enrolled in RSENR's core curriculum, with a concentrated study in environmental science, natural resources, wetland science, and/or a related field. This position also requires that the student has successfully completed at least an introductory environmental sciences course (e.g., ENSC 1) with additional completion of environmental science-related coursework desirable. The ideal candidate will have strong writing and computer skills including proficiency in Microsoft Word, Microsoft Excel, and ESRI ArcGIS. The ideal candidate will be motivated and detail-oriented. Valid driver's license preferred, but student does not need access to personal vehicle.

Supervision: This position will be supervised by one of VHB's senior project managers in Environmental Services but will have opportunities to work with a variety of environmental scientists at different stages of their careers.

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

Total Hours: 20 hours/week (guaranteed), for up to 12 weeks. Depending on workload, 40 hours/week or more may be available during some or all of the internship.

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.