

MISSOURI DEPARTMENT OF CONSERVATION
GRADUATE
INTERNSHIP OPPORTUNITY

Post through February 7, 2007



Natural History Intern

Job Number 1007-120

Length of Position: **June 1, 2007 through May 31, 2008**

LOCATION OF POSITION: This position is headquartered at Cape Girardeau or Puxico, Missouri. This position will require relocation to Southeast Missouri. Relocation expenses are not provided. Position is in the Wildlife Division. Potential housing opportunities may be available at Gaylord Laboratory or Southeast Missouri State University (dorm housing). Apartments are also readily located in Cape Girardeau.

SALARY: \$12.34 per hour, plus tuition reimbursement for up to six credit hours for internship credit.

HOW TO APPLY: Apply on-line at:

<http://www.mdc.mo.gov/about/jobs>

If you are unable to apply on-line, you may obtain an employment application at any Missouri Department of Conservation Office or by calling (573) 751-4115, ext. 3694.

CLOSING DATE: You must apply by Wednesday, February 7, 2007.

If you are a person with a disability and need accommodation, contact Human Resources Division at (573)751-4115.

Human Resources Division, Missouri Department of Conservation
P. O. Box 180, Jefferson City, Missouri 65102 Telephone (573) 751-4115
Fax (573) 522-1787, Missouri Relay Center 1-800-735-2966 (TDD)
MISSOURI DEPARTMENT OF CONSERVATION
is equal opportunity employer

INTERNSHIP ANNOUNCEMENT NO. 1007-120

TITLE: Natural History Intern

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Natural History Regional Biologist and Duck Creek-Otter Slough District Wildlife Management Biologist, the resident will gain progressive firsthand experience in the operations of the biodiversity program of the Southeast Region. This position will provide fundamental and advanced training to a student interested in the conservation of imperiled species and natural communities.

The intern will be responsible for seasonal, plant and animal collection and survey activities within the Mingo Basin. This position will require interagency coordination skills. Intern will be working in concert with staff of the Mingo National Wildlife Refuge and other natural resources management agencies. The intern will often assist in the management of diversity elements on both public and private lands. Tasks will vary seasonally and with priority focus, but could include projects such as glade identification from aerial imagery, herpetile surveys in bootheel wetlands, exotic species control in Natural Areas, transcription of General Land Office Survey Data, participation in prescribed fire planning and conduction, to collecting seed from endangered plants on sand prairie remnants. The intern will receive requisite licensing and training to conduct unique stewardship type assignments and will be required to operate effectively in office, field, and laboratory. Training will include exposure to tasks typical of all Natural History type programs including; submission of element occurrence records, site surveillance, endangered species recovery leader duties, natural community restoration, and natural area nomination. The intern will work cooperatively with biologists of Forestry, Wildlife, Private Land Services, and Fisheries Division to promote the restoration of terrestrial natural communities and populations of rare species. The intern will act as an assistant to the Natural History Biologist and Wildlife Management Biologist and will be exposed to the basic duties required of MDC Biologists. The intern will be able to perform priority field based tasks, promote biodiversity, and obtain a year of well-rounded conservation experience. The intern will perform other duties as required.

QUALIFICATIONS:

The Missouri Department of Conservation is committed to providing outstanding opportunities to students in the area of conservation. Objectives of the program (not in prioritized order);

1. Expose students to a variety of professional tasks and the MDC business culture, while offering compensation.
2. Mentor promising students in disciplines in which candidates are scarce.
3. Attract students that might contribute to workforce diversity within MDC.

At the graduate level the emphasis is on expanding and enhancing the student's experience and knowledge. It can also include graduate students who suspend their graduate studies or have recently completed their graduate studies, in order to gain professional experience. Students can participate in one graduate internship with the Department. Work at this level may be based on graduate thesis or specific project. Students with technical experience can also be hired for work loads similar to entry level professional positions. Technical training may be provided to students if it will enhance work performance.

Position requires the completion of a Bachelor's degree in a related program.

Additional program requirements:

- Enrolled in a graduate program or completion of a graduate degree within previous six months.
- Overall GPA of 3.0 or higher on 4.0 scale.
- Completed application packet, including additional faculty recommendations.
- Completion of End of Internship Report at end of internship.

SPECIAL ABILITY REQUIREMENTS:

Ability to;

Develop and sustain cooperative working relationships with MDC biologists and private stakeholders.

Work outside in adverse weather conditions and perform tasks requiring strenuous physical activity.

Safely operate typical vegetation management tools including powersaws, brush cutters, and herbicide application equipment.

Operate outboard motors and watercraft.

Effectively navigate in dissected Ozark topography.

Type and compose scientific reports effectively.

Demonstrate knowledge of ArcGIS, Access, Excel, and Microsoft Word.

Travel frequently with occasional overnight stays.

Keep an accurate record of supplies, services, and time reports.

Obtain a current, valid driver license by the date of employment.

Demonstrate regular and predictable attendance.

Work Saturdays, Sundays, holidays, and variable work schedules when needed.

Intern must be able to swim.

CONDITIONS OF EMPLOYMENT:

This position has been determined to be nonexempt according to the Fair Labor Standards Act. Interns must agree to accept compensatory time off in lieu of cash payments in accordance with the Department's Compensatory Time Off and Overtime policy.

Smoking is prohibited in all owned, rented or leased Department of Conservation offices, buildings, and similar facilities, in Department aircraft, and in vehicles.

The Department of Conservation will hire only United States citizens and aliens authorized to work in the United States. All new interns will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates must submit to a drug screen following offer of internship.

For further information about this position, you may contact:

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Natural History Biologist

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and

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Wildlife Management Biologist

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