

Position: Returning RESESS Intern
 Department: Education and Community Engagement
 Reports To: RESESS Program Manager

FLSA Status: Exempt
 Last Revised: October 26, 2016

Summary of Job:

Interns are responsible for active engagement in all aspects of the program to ensure they can meet individual and program objectives in research, cohort activities, and oral and written presentations.

To perform this position successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed above are representative of knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this position.

Working Relationships:

Internal

Work in conjunction with RESESS and UNAVCO team members to plan and complete assignments.

External

Work in conjunction with community members to plan and complete assignments

Essential Job Functions:

Research

Engage in original scientific research at UNAVCO or partnering laboratories as assigned. Returning interns will be encouraged to collaborate in the design of their research project.

Writing and presentations

Participate in weekly scientific writing and communication workshops, including preparation and presentation of weekly assignments
 Prepare an oral presentation and submit an abstract, a research paper, as well as a poster by the conclusion of the summer program

Seminars and Field Trips

Participate in seminars and field trips
 If eligible, attend a funded trip to a national scientific conference to present their research related to RESESS. Interns will make oral presentations or poster presentations and represent the RESESS Internship and UNAVCO
 Participate in RESESS outreach initiatives

Peer Mentoring

Returning interns may be asked to mentor new interns.

Professional Development and Community Awareness

As part of a diverse community working and living together, interns will learn how to behave in a professional manner and how to contribute positively to the communities in which they live and work.

Other

Other duties as assigned

Team support

Participate on cross-functional teams

Note

Leadership and Supervision:

This position works under the direct supervision of the Program Manager. This position also works under the direct supervision of the assigned project mentors. This position does not supervise others.

Required Education and Work Experience:

- Minimum of one year of participation in the RESESS program
- Currently in good standing with the RESESS program
- High school diploma
- Currently enrolled in an undergraduate program with a major in Earth or environmental sciences or related field
- Basic knowledge of the Earth and/or environmental sciences
- Good oral and written communication skills
- Good interpersonal skills to interface with RESESS, UNAVCO, peers, and community members
- Good problem solving skills and the ability to analyze data and draw conclusions
- Strong organizational skills and the ability to manage multiple priorities
- Strong work ethic and integrity
- Strong orientation to collaboration and teamwork
- Ability to work full-time in Boulder, CO or the remote internship location for the entire summer program
- United States citizen or permanent resident status

Preferred Education and Work Experience:

- Completed the equivalent of at least two years of college
- Basic research or data analysis experience
- Proficiency or ability to gain proficiency with the following systems:
 - Internet
 - MS Office/Mac desktop applications
 - Scientific computing tools and programs

UNAVCO Core Competencies:

- Accountability and Responsibility
- Relationship Building

Skilled Problem Solver
Customer Focus
Strategic Thinking

Physical Requirements:

Ability to sit and/or stand to work at a computer for extended periods of time.
Ability to move about a typical office and outdoor work/research environment on a daily basis.
Ability to lift and move up to 25 pounds occasionally.

Mental Requirements:

Regular and on-time attendance
Hours may exceed 40 hours per week
Occasional travel by conventional means including aircraft, motor vehicle and the like