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

FLSA Status: Exempt
Last Revised: November 8, 2018

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

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. First year Interns will follow the guidance of their scientific mentors

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 scientific 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 interact and communicate in a professional manner and how to contribute positively to their communities.

Other
Other duties as assigned

Team support
Participate on cross-functional teams

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

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:
High school diploma
Minimum of one year of participation in the RESESS program
Currently in good standing with the RESESS program
Currently enrolled in an undergraduate program with a major in Earth or environmental sciences or related field with one semester of college remaining after their first summer as a RESESS Intern

Basic knowledge of the Earth and/or environmental sciences
Cumulative GPA of 3.0 or higher
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 and interpret data

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 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:

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
  - Ability to understand complex problems and to collaborate and explore alternative solutions
  - Occasional travel by conventional means including aircraft, motor vehicle and the like