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.

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 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.
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:
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.

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
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
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 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