**Position Description**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Returning RESESS Intern</th>
<th>FLSA Status:</th>
<th>Exempt</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Education and Community Engagement</td>
<td></td>
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<td>Reports To:</td>
<td>RESESS Program Manager</td>
<td>Last Revised:</td>
<td>October 26, 2016</td>
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**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. 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**

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.

**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