

Missouri Department of Natural Resources
2017 Summer Professional Development Program
Job/Internship Opportunities List

DNR001

Position Title:

Continuous Improvement Assistant

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Director's Office

Position Description:

This position will assist with implementation of continuous improvement (E3) and strategic and operational planning within the Department. Duties will include, but not be limited to the following: assist with logistics for multiple day events such as Value Stream Mapping; track improvement projects; contact project team leaders to request success stories; record process maps and data information during events; update the E3 internal Department web site; prepare articles for the internal Department newsletter.

Professional Experience to be Gained:

The person in this position will learn about Lean in government and how Lean principles are applied in the day to day work of the Department across all divisions. You will interact with staff in most, if not all divisions and programs. This exposure will provide the opportunity to learn about various aspects of the Department's work, from environmental regulation to geology to state parks. Lean in Government has been adopted by agencies in more than 30 states and the federal government. You will have the opportunity to learn process improvement skills and techniques that will serve you well in any profession or position.

Skill Set Required of Candidate:

Areas of study can include environmental science, public administration, communications, or related fields. Familiar with basic computer software including Microsoft Word and Excel. Some in-state travel is possible; ability to drive and willingness to travel. Strong interest in systems thinking, strategic planning and continuous improvement.

Pay Rate:

\$16.54/hour

Duration of Assignment:

Approximately 3 months during summer break

DNR002

Position Title:

Summer Legal Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Director's Office – General Counsel

Position Description:

These positions offer law students the opportunity to gain exposure to the various functions legal counsel performs for a state agency. Projects include: legal research and writing; policy development; open records law compliance; personnel law; and dispute resolution.

Professional Experience to be Gained:

Improved research and writing; working with other legal interns on larger research projects; drafting briefings for management; oral presentation of research findings. Additionally, there may be speakers/presentations to attend and field visit opportunities to broaden the experience and get "boots on the ground" exposure to environmental regulation. Networking opportunities with the environmental bar and with other summer legal interns will be offered.

Skill Set Required of Candidate:

These positions are only open to students currently enrolled in law school.

Pay Rate:

\$12.00/hour or college credit (will not receive both)

Duration of Assignment:

Summer

DNR003

Position Title:

Summer Legal Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Director's Office – General Counsel

Position Description:

These positions offer law students the opportunity to gain exposure to the various functions legal counsel performs for a state agency. Projects include: legal research and writing; policy development; open records law compliance; personnel law; and dispute resolution.

Professional Experience to be Gained:

Improved research and writing; working with other legal interns on larger research projects; drafting briefings for management; oral presentation of research findings. Additionally, there may be speakers/presentations to attend and field visit opportunities to broaden the experience and get "boots on the ground" exposure to environmental regulation. Networking opportunities with the environmental bar and with other summer legal interns will be offered.

Skill Set Required of Candidate:

These positions are only open to students currently enrolled in law school.

Pay Rate:

\$12.00/hour or college credit (will not receive both)

Duration of Assignment:

Summer

DNR004

Position Title:

Natural Resource Education Assistant

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Director's Office

Position Description:

As the state agency responsible for protecting our air, land and water; preserving our unique natural and historic places; and providing recreational and learning opportunities for everyone, the Missouri Department of Natural Resources has an inherent role in educating Missourians about these resources. The purpose of this effort is to provide knowledge and tools to teachers, leaders and youth state-wide,

promoting the department's mission, stewardship of Missouri's natural resources, and to encourage a healthy and enjoyable outdoor lifestyle. The intern in this position will assist in a variety of communication projects that will provide information and resources for department staff and youth educators alike. Tasks will include: developing existing activities into full lessons for teachers, aligning activities and lessons to the Missouri Learning Standards and Next Generation Science Standards, revamping department fact sheets, and updating other informational pieces. The Department's youth education program is continuously adding information to our newly designed web site which will provide the intern with opportunities to contribute to additional web content and communicate these improvements to schools and educators across the state.

Professional Experience to be Gained:

The intern will interact primarily with his/her supervisor and some other agency staff; however, much of the work will be completed on his/her own. Expected professional skills and experience to be gained include: comprehensive knowledge of Department programs and resources; opportunity to assist in the development and marketing of the Department's education program; and an opportunity to contribute to a variety of education strategies. Results of the intern's work will be on the Department's Education web and intranet pages. Depending on the intern's background, he/she will have the opportunity to apply his/her education and knowledge by developing brand new materials for the Department.

Skill Set Required of Candidate:

Ability to work independently; ability to synthesize and organize information; ability to learn quickly and apply new knowledge; good working knowledge of Microsoft Office programs; good writing and oral communication skills; background/knowledge in the following: national and state teaching standards, lesson planning techniques and tools, and classroom teaching strategies. The ideal candidate will have a science related minor or a double major in education and science.

Pay Rate:

\$11.00/hour

Duration of Assignment:

8-12 weeks

DNR005

Position Title:

Natural Resource Communication Assistant

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Director's Office

Position Description:

As the state agency responsible for protecting our air, land and water; preserving our unique natural and historic places; and providing recreational and learning opportunities for everyone, the Missouri Department of Natural Resources has an inherent role in educating Missourians about these resources. The purpose of this effort is to provide knowledge and tools to teachers, leaders and youth state-wide, promoting the department's mission, stewardship of Missouri's natural resources, and to encourage a healthy and enjoyable outdoor lifestyle. The intern in this position will assist in a variety of communication projects that will provide information and resources for department staff and youth educators alike. Tasks will include: managing aspects of our social media, producing photos and short videos, re-vamping department fact sheets and updating other informational pieces. The Department's youth education program is continuously adding content to our newly designed web site which will provide the intern with opportunities to communicate with teachers, youth leaders, and department staff about these additions.

Professional Experience to be Gained:

The intern will interact primarily with his/her supervisor and some other agency staff; however, much of the work will be completed on his/her own. Expected professional skills and experience to be gained include: comprehensive knowledge of Department programs and resources; opportunity to assist in the development and marketing of the Department's education program; and an opportunity to contribute to a variety of communication strategies. Results of the intern's work will be on the Department's Education web and intranet pages. Depending on the intern's background, he/she will have the opportunity to apply his/her communication knowledge to the Department's education efforts.

Skill Set Required of Candidate:

Ability to work independently; ability to synthesize and organize information; ability to learn quickly and apply new knowledge; good working knowledge of Microsoft Office programs; good writing and oral communication skills; background/knowledge in the following: strategic communications, graphic arts, marketing, writing or other related field.

Pay Rate:

\$11.00/hour

Duration of Assignment:

8-12 weeks

DNR006**Position Title:**

Accounting Technician

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Administrative Support - Accounting

Position Description:

Examine, research and verify expenditures to ensure grant compliance. Compile and prepare routine reports for management review and final close out. Work with clerical staff to convert the grant documents to electronic format. This will include business process analysis of grant folders and developing recommendations (including naming schemes, file structure and evaluation of what a "grant folder" should consist of). This position would also be part of the implementation of our new strategic priorities grant electronic tool.

Professional Experience to be Gained:

Federal grant guidance and reporting experience and potential; business process evaluation and participation in mapping and design of electronic grant binder filing system.

Skill Set Required of Candidate:

College degree seeker with minimum of 3 hours of accounting class experience; Microsoft Office software knowledge; dependable; and self-motivated.

Pay Rate:

\$12.94/hour

Duration of Assignment:

May-August

DNR007**Position Title:**

Sample Processor

Position Location:

Missouri Geological Survey Office, Rolla

Division/Program:

Missouri Geological Survey – Geological Survey Program

Position Description:

Processing, sieving and analyzing rock samples.

Professional Experience to be Gained:

Intern will learn how to process bedrock samples for analysis.

Skill Set Required of Candidate:

Geology student with classwork in sedimentary petrology and stratigraphy.

Pay Rate:

Currently unpaid, but if grant funding becomes available, position will be paid.

Duration of Assignment:

6-8 weeks

DNR008**Position Title:**

Data Researcher

Position Location:

Missouri Geological Survey Office, Rolla

Division/Program:

Missouri Geological Survey – Geological Survey Program

Position Description:

Data entry and locational research related to Class V underground injection wells.

Professional Experience to be Gained:

Intern will develop an understanding of the underground injection well program and Class V wells.

Skill Set Required of Candidate:

Student with coursework in science or engineering with map reading abilities.

Pay Rate:

Currently unpaid, but if grant funding becomes available, position will be paid.

Duration of Assignment:

6-8 weeks

DNR009**Position Title:**

Geologic Logger

Position Location:

Missouri Geological Survey Office, Rolla

Division/Program:

Missouri Geological Survey – Geological Survey Program

Position Description:

Preparing descriptive geologic logs of bedrock core.

Professional Experience to be Gained:

Intern will learn how to describe and log geologic bedrock core materials.

Skill Set Required of Candidate:

Geology student with classwork in sedimentary petrology, stratigraphy, and the ability to differentiate sedimentary rock types.

Pay Rate:

Currently unpaid, but if grant funding becomes available, position will be paid.

Duration of Assignment:

6-8 weeks

DNR010

Position Title:

Geologist Intern

Position Location:

Missouri Geological Survey Office, Rolla

Division/Program:

Missouri Geological Survey – Water Resources Center

Position Description:

MGS has developed strathydrographs (graphs combining the stratigraphy of a well with the fluctuation of water level within the well) for most of Missouri's 172 groundwater observation wells. These graphs are static and were originally completed in 2009. While the stratigraphy does not change, the water level data does as we continue to collect more data. Since 2009 MGS has made some progress in updating the graphs, but the process is incomplete. The primary duty for this position would be to complete the update of these strathydrographs for each well. These strathydrographs will be posted on the internet along with links to USGS' real-time data sites where current water level data can be accessed.

Professional Experience to be Gained:

A successful candidate will become knowledgeable about Missouri's groundwater aquifers and confining units by examining well logs. The successful candidate will also become familiar with groundwater levels within these aquifers and how they are affected by various natural and man induced influences.

Skill Set Required of Candidate:

A successful candidate must have completed a minimum of 20 credit hours in one or a combination of the following courses: structural geology, stratigraphy, hydrology or closely related course.

Pay Rate:

\$17.13/hour

Duration of Assignment:

1000 hours

DNR011

Position Title:

Dam Safety Engineer Intern

Position Location:

Missouri Geological Survey Office, Rolla

Division/Program:

Missouri Geological Survey – Water Resources Center – Dam and Reservoir Safety Program

Position Description:

General field inspections of dams, surveying, field reconnaissance of newly located inventory dams.

Professional Experience to be Gained:

Perform dam inspections, exposure to applied principles of soil mechanics, hydraulics and hydrology related to dam construction and operation.

Skill Set Required of Candidate:

Basic surveying, some hydraulic, hydrology and soil mechanics education recommended. Undergraduate student in Civil, Mining, or Geological Engineering.

Pay Rate:

\$19.80/hour

Duration of Assignment:

500 hours

DNR012

Position Title:

Legal Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Director's Office – General Counsel

Position Description:

These positions offer law students the opportunity to gain exposure to the various functions legal counsel performs for a state agency. Projects include: legal research and writing; policy development; open records law compliance; personnel law; and dispute resolution. Opportunity also exists for focus on water resources and Missouri River issues.

Professional Experience to be Gained:

Improved research and writing; working with other legal interns on larger research projects; drafting briefings for management; oral presentation of research findings. Additionally, there may be speakers/presentations to attend and field visit opportunities to broaden the experience and get "boots on the ground" exposure to environmental regulation. Networking opportunities with the environmental bar and with other summer legal interns will be offered.

Skill Set Required of Candidate:

These positions are only open to students currently enrolled in law school.

Pay Rate:

\$12.00/hour or college credit (will not receive both)

Duration of Assignment:

Summer

DNR013

Position Title:

Environmental Specialist Intern

Position Location:

1659 E. Elm, Jefferson City

Division/Program:

Environmental Quality – Air Pollution Control Program

Position Description:

Assist in air dispersion modeling. Prepare meteorological and ambient air quality data analysis for purposes of determining a representation of background concentrations.

Professional Experience to be Gained:

General knowledge of air dispersion modeling techniques. Preparation of meteorological and ambient air quality data analysis. Technical understanding of air quality issues in Missouri. Interpersonal skills from working on a team. Experience with state and federal regulations.

Skill Set Required of Candidate:

Microsoft Word, Excel, Access Database, and general organizational skills. Meteorology, Atmospheric Science, Engineering, Science, or IT studies.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR014**Position Title:**

Environmental Specialist Intern

Position Location:

2710 W. Main, Jefferson City

Division/Program:

Environmental Quality – Environmental Services Program

Position Description:

Assist staff with collecting water quality samples, performing flow measurements, setting out data loggers, and other activities associated with stream monitoring projects. Assist with analysis for E. Coli and fecal coliform. Assist staff in the collection of fish tissue samples. Conduct cleaning, maintenance and/or autoclaving of supplies and equipment.

Professional Experience to be Gained:

Work alongside professional scientists as a variety of water quality studies and investigations are conducted, learning the purpose of the studies and how the data is used by the department. Opportunity for hands-on experience with a variety of field monitoring instruments, analytical equipment, and laboratory practices.

Skill Set Required of Candidate:

A science related educational background and the desire to pursue a career in environmental science. Be in good physical condition for performing field work; this includes working in and around water, walking long distances while carrying equipment, and working in extreme weather conditions. Possess a valid Missouri driver's license; be available to work extended hours and/or travel overnight; must have the ability to initially cover meal expenses while in the field. Expenses will be reimbursed.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR015**Position Title:**

Environmental Specialist Intern

Position Location:

2710 W. Main, Jefferson City

Division/Program:

Environmental Quality – Environmental Services Program

Position Description:

Assist staff with collecting water quality samples, performing flow measurements, setting out data loggers, and other activities associated with stream monitoring projects. Assist with analysis for E. Coli and fecal coliform. Assist staff in the collection of fish tissue samples. Conduct cleaning, maintenance and/or autoclaving of supplies and equipment.

Professional Experience to be Gained:

Work alongside professional scientists as a variety of water quality studies and investigations are conducted, learning the purpose of the studies and how the data is used by the department. Opportunity for hands-on experience with a variety of field monitoring instruments, analytical equipment, and laboratory practices.

Skill Set Required of Candidate:

A science related educational background and the desire to pursue a career in environmental science. Be in good physical condition for performing field work; this includes working in and around water, walking long distances while carrying equipment, and working in extreme weather conditions. Possess a valid Missouri driver's license; be available to work extended hours and/or travel overnight; must have the ability to initially cover meal expenses while in the field. Expenses will be reimbursed.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR016

Position Title:

Technical Assistant Intern

Position Location:

2710 W. Main, Jefferson City

Division/Program:

Environmental Quality – Environmental Services Program

Position Description:

Pack and unpack sample coolers. Assist chemists with sample analysis and discard samples that have been reported.

Professional Experience to be Gained:

Learn how a chemistry lab operates.

Skill Set Required of Candidate:

Ability to follow instructions and accurately interpret chain-of-custody requirements.

Pay Rate:

\$12.07/hour

Duration of Assignment:

May-August

DNR017

Position Title:

Research Intern

Position Location:

1730 E. Elm, Jefferson City

Division/Program:

Environmental Quality – Hazardous Waste Program

Position Description:

Research current status of past Voluntary Cleanup Program, Brownfield Assessment, and Drycleaning Environmental Response Trust (DERT) sites that were closed under their applicable programs.

Professional Experience to be Gained:

Economic development and urban planning, environmental remediation understanding, and experience in conducting research. Communication, analytical, and organizational skills. Will work as part of a team, gain computer experience, and become familiar with office equipment.

Skill Set Required of Candidate:

Ability to effectively communicate and conduct research. Have a basic knowledge of statistics and economics (macro, micro, or basic theory); be able to work unsupervised and have basic computer skills. Possess a valid Missouri driver's license.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR018

Position Title:

Environmental Specialist Intern

Position Location:

1730 E. Elm, Jefferson City

Division/Program:

Environmental Quality – Hazardous Waste Program

Position Description:

Review the Hazardous Waste Program's databases to ensure registry site data is accurate and up-to-date. Conduct file reviews, scan key documents, and review existing data for accuracy. Work with project managers on writing status narratives for Long Term Stewardship (LTS) sites; upload scanned documents into the Enterprise Content Manager (ECM) using eClient. Verify locational data and update when necessary using the Global Positioning System (GPS). Prepare Geographic Information System (GIS) polygons representing LTS site boundaries for sites in ArcView under the supervision of LTS staff.

Professional Experience to be Gained:

Database management, understanding of environmental remediation process, GIS, and organizational skills.

Skill Set Required of Candidate:

High level competency with computers including database management, Microsoft Word, ArcGIS, and GPS. Possess good communication skills and research experience. Must be able to follow policies and procedures and maintain unit workflow. Possess a valid Missouri driver's license.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR019

Position Title:

Administrative Support Intern

Position Location:

1730 E. Elm, Jefferson City

Division/Program:

Environmental Quality – Hazardous Waste Program

Position Description:

Process Sunshine Law Open Records requests. General office duties such as copying, filing, and document scanning. Work with the Department of Natural Resources' (DNR) filing systems and database maintenance including record retention schedules, archiving with the Secretary of State's (SOS) office and inventories. Review the record retention for each grant in the Hazardous Waste Program's (HWP) grant files; index, restructure, and refile the documents by grant number. Inventory and archive files or mark for destruction; this may also include electronic records and other HWP files. Coordinate with other staff, unit and section management, and grant managers.

Professional Experience to be Gained:

General knowledge of administrative policies and procedures, familiarity with general office operations and business practices. Awareness of DNR's mission, department and state rules related to Sunshine

laws, retention of documents, and archiving with the SOS's office. Become familiar with Missouri state government as a whole and will increase knowledge of business practices and policies.

Skill Set Required of Candidate:

Trade school or undergraduate with emphasis in a business related field. Possess organizational and time management skills and be detail oriented. Experience using Microsoft Word, Excel, Access, office scanners, and ability to learn software. Walking, sitting, and standing for long periods of time and the ability to lift large files to overhead shelves.

Pay Rate:

\$12.07/hour

Duration of Assignment:

May-August

DNR020

Position Title:

Audit Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Soil & Water Conservation Program

Position Description:

Monitor visits to soil and water districts to ensure they are following sound audit principles.

Professional Experience to be Gained:

Become familiar with audit and monitoring procedures to assist soil and water conservation districts for compliance.

Skill Set Required of Candidate:

College student, preferably upper classman. Course work in accounting and auditing principles.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR021

Position Title:

Administrative Support Intern

Position Location:

1730 E. Elm, Jefferson City

Division/Program:

Environmental Quality – Solid Waste Management Program

Position Description:

Scanning, filing, tonnage monitoring.

Professional Experience to be Gained:

Office support, revenue accounting, and audit/monitoring.

Skill Set Required of Candidate:

Basic accounting practices and general organizational skills. Microsoft Word, Excel, and PowerPoint.

Pay Rate:

\$12.07/hour

Duration of Assignment:

May-Augusts

DNR022**Position Title:**

Accounting Specialist Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Water Protection Program

Position Description:

Review audited annual financial statements for wastewater and drinking water grants and loans.

Professional Experience to be Gained:

Become familiar with financial statements, audit reports, and the State Revolving Fund (SRF) system. Interpersonal skills from working on a team. Experience with state and federal regulations.

Skill Set Required of Candidate:

Microsoft Word, Excel, Access Database, attention to detail, and general organizational skills. Classwork in Business Administrative Support, Accounting, and/or Finance.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR023**Position Title:**

Research Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Water Protection Program

Position Description:

Assist with collection of delinquent permit fees including data entry, spreadsheet management, communicating with permittees via phone and e-mail, researching multiple department websites and the Secretary of State's website, contacting county recorder/assessor offices to determine ownership of property, communicating status of cases to budget and fee staff as well as the Water Pollution Control Program's (WPCP) compliance and enforcement staff. Consultation with permit writers, regional office staff, and Attorney General's Office (AGO) staff as needed. Keep detailed records of phone and e-mail correspondence.

Professional Experience to be Gained:

General knowledge of how regulatory agencies function. Collaborating and consulting with government employees at both county and state levels. Familiar with billing and fee collection process, professional interactions with permittees by phone and e-mail, updating and managing a database, and accessing multiple databases. Effectively compiling and communicating information obtained through research. Using county and state websites for research.

Skill Set Required of Candidate:

Proficient in Microsoft Office Suite including Word and Excel. Must be outgoing and confident enough to make telephone calls to permitted entities, department staff, AGO staff, and county officials. Must be able to clearly and effectively communicate information to permitted entities and department staff. Accurately enter and maintain data in an Excel spreadsheet. Organized, have good attention to detail, and able to manage and prioritize multiple projects. Individual must be able to work independently.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR024**Position Title:**

Environmental Engineer Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Water Protection Program

Position Description:

Assist Water Protection Program's engineers with updates and expansion of the Department of Natural Resources' (DNR) Public Wastewater Construction Permitting Manual to comprehensively cover the different topics and issues affecting the Engineering Section. Research and present innovative new wastewater technologies to section staff, especially in regard to lagoon retrofits and nutrient removal. Track actual construction and expected operations and maintenance costs for Cost of Compliance comparisons to further help Operating Permits Section. Work with engineers to evaluate the treatment technologies used during the anti-degradation process, and the facility plan process for patterns or similarities in technologies considered for use by consultants and communities.

Professional Experience to be Gained:

Exposure to different wastewater treatment technologies, both established and innovative. Familiarity with DNR's regulations, databases, and processes; explaining and communicating technical concepts verbally and in written reports that are understandable. Development of Excel spreadsheets to help Engineering Section in tracking construction costs for Cost of Compliance comparisons. Experience gained in engineering economics. Exposure to water quality standards, permitting requirements, and engineering design standards.

Skill Set Required of Candidate:

Engineering student with Microsoft Word and Excel experience.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR025**Position Title:**

Administrative Support Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Water Protection Program

Position Description:

Assist environmental specialists in transferring and managing permitting documents from network storage to the Enterprise Content Manager (ECM) (the electronic document storage system utilized by the Department of Natural Resources). Assist with ongoing development of the ePermitting and eDMR programs available to the regulated public.

Professional Experience to be Gained:

Become familiar with collaborative work performed by engineers, scientists, and managers in the Water Protection Program. Become familiar with the permit writing process and accompanying state and federal rules and regulations. Gain an understanding of DNR's work to protect Missouri's water resources.

Skill Set Required of Candidate:

Microsoft Office, scanning, copying, metadata identification and creation.

Pay Rate:

\$12.07/hour

Duration of Assignment:

May-August

DNR026

Position Title:

Environmental Specialist Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Water Protection Program

Position Description:

Review Water Pollution Program's enforcement case files for closure, verifying all requirements of Administrative Orders/Consent Judgments/Court Orders have been met, and draft enforcement case closure memorandums. Research and compile information on water pollution cases. Generate site maps, draft summary memorandums, complete Cost Analysis for Compliance documents, and draft other documents as necessary for new cases involving violations of the Missouri Clean Water Law.

Professional Experience to be Gained:

Gain an understanding of how regulatory agencies function, civil enforcement processes, Missouri Clean Water Law, National Pollution Discharge Elimination Permits, and drafting business documents. Become familiar with different sources of water pollution and how pollution affects bodies of water, human health, and the environment.

Skill Set Required of Candidate:

Ability to multi-task and draft concise and accurate documents based on research and review of file material. Good verbal and written communication skills. Accurately enter and maintain data in an Excel spreadsheet. Willingness to participate in an editing process and quickly adapt to an established style of writing.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR027

Position Title:

Environmental Specialist Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Water Protection Program

Position Description:

Review Water Pollution Program's enforcement case files for closure, verifying all requirements of Administrative Orders/Consent Judgments/Court Orders have been met, and draft enforcement case closure memorandums. Research and compile information on water pollution cases. Generate site maps, draft summary memorandums, complete Cost Analysis for Compliance documents, and draft other documents for new cases involving violations of the Missouri Clean Water Law.

Professional Experience to be Gained:

Gain an understanding of how regulatory agencies function, civil enforcement processes, Missouri Clean Water Law, National Pollution Discharge Elimination Permits, and drafting business documents. Become familiar with different sources of water pollution and how pollution affects bodies of water, human health, and the environment.

Skill Set Required of Candidate:

Ability to multi-task and draft concise and accurate documents based on research and review of file material. Good verbal and written communication skills. Accurately enter and maintain data in an Excel spreadsheet. Willingness to participate in an editing process and quickly adapt to an established style of writing.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR028

Position Title:

Environmental Specialist Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Water Protection Program

Position Description:

Conduct compliance assistance and enforcement activities for the Public Drinking Water Branch. Assist with the enforcement of the Missouri Safe Drinking Water Law and regulations, protection of public health through compliance assistance and monitoring, case and violation management, and resolution of non-compliance through administrative actions or the Attorney General's Office. File review and research to determine legal ownership of wells and public water systems, review of unilateral or administrative orders on consent for enforcement actions, and data analysis to determine compliance status or determine trends in non-compliance. Provide compliance assistance for public water systems by guiding them through document submission, introducing capacity development ideas, or promoting source water protection.

Professional Experience to be Gained:

Gain an understanding of drinking water regulations and an understanding of the civil regulation and enforcement process common to all environmental programs. Gain an understanding of the Missouri Safe Drinking Water Law and regulations as well as the Federal Safe Drinking Water Act. Develop an understanding of the relationship between the Missouri Department of Natural Resources and the United States Environmental Protection Agency. Familiar with drafting business documents and legal agreements, and ability to communicate with environmental professionals and the regulated community.

Skill Set Required of Candidate:

Ability to build effective professional relationships and work as a member of the team through clear communication, punctuality, courtesy, and a professional appearance and demeanor. Be familiar with

common computer applications and willingness to learn new applications. Have good verbal and written communication skills.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR029

Position Title:

Environmental Specialist Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Water Protection Program

Position Description:

Conduct public drinking water sustainability data management and analysis for the Public Drinking Water Branch. Assist with the enforcement of the Missouri Safe Drinking Water Law and regulations, protection of public health through compliance assistance and monitoring, case and violation management, resolution of non-compliance, and enhancement of system managerial, financial and technical capabilities. File review and research to determine legal ownership of wells and public water systems, data analysis to determine system sustainability or trends in non-compliance, as well as other research to determine compliance status. Provide compliance assistance for public water systems by guiding them through document submission, introducing capacity development ideas, or promoting source water protection.

Professional Experience to be Gained:

Exposure to all aspects of drinking water regulation and an understanding of the civil regulation and enforcement process common to all environmental programs. Gain an understanding of the Missouri Safe Drinking Water Law and regulations, as well as the Federal Safe Drinking Water Act. Develop an understanding of the relationship between the Missouri Department of Natural Resources and the United States Environmental Protection Agency. Familiar with drafting business documents and legal agreements, and ability to communicate with environmental professionals and the regulated community.

Skill Set Required of Candidate:

Ability to build effective professional relationships and work as a member of the team through clear communication, punctuality, courtesy, and a professional appearance and demeanor. Be familiar with common computer applications and willingness to learn new applications. Have good verbal and written communication skills.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR030

Position Title:

Environmental Specialist Intern

Position Location:

Lewis and Clark State Office Building, Jefferson City

Division/Program:

Environmental Quality – Water Protection Program

Position Description:

Collect and process physical, chemical, and biological data from Missouri streams and lakes to support water quality standards, watershed assessment, and total maximum daily load development.

Professional Experience to be Gained:

Gain an understanding of state and federal Clean Water Law, water quality data collection, quality assurance/quality control, and processing. Interpretation and reporting of water quality data.

Skill Set Required of Candidate:

Biological or physical science background, ability to conduct work in an office and field setting. Ability to collect field data, traverse uneven terrain, carry and use field sampling equipment, and possess a valid Missouri Driver's license.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR031

Position Title:

Environmental Engineer Intern

Position Location:

Kansas City Regional Office, Lee's Summit

Division/Program:

Environmental Quality – Kansas City Regional Office

Position Description:

Assist engineers in preparing for and conducting construction inspections for wastewater treatment facility components and other wastewater infrastructure. Data management and review of construction permit project files. Assist inspectors and engineers in the field during water pollution compliance or engineering inspections, and public drinking water sanitary surveys.

Professional Experience to be Gained:

Exposure to environmental regulation practices in Missouri, specifically in the area of water pollution control. Opportunity to visit a wide variety of regulated facilities and participate in the compliance inspection process. Understanding of the basics of engineering review and investigation, and technical writing skills.

Skill Set Required of Candidate:

Graduate or undergraduate student with a major in engineering: civil, environmental, industrial, chemical, biochemical, geologic, or biologic engineering preferred. Ability to use Microsoft Office software. Walking, sitting, or standing for long periods of time necessary to conduct office or field work. Possess of a valid Missouri driver's license and have reliable transportation.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR032

Position Title:

Environmental Specialist Intern

Position Location:

Kansas City Regional Office, Lee's Summit

Division/Program:

Environmental Quality – Kansas City Regional Office

Position Description:

Assist with issuing general permits, conducting permit termination inspections, writing reports, database entry, and shadowing inspectors on compliance inspection and investigations. Support environmental specialists in processing water pollution permit applications and correspondence. Participate in evaluating no-exposure storm water certifications and attend concern investigations. Assist in water pollution control work including storm water, land disturbance, domestic wastewater facility inspections, and concern investigations. Help inspectors with their equipment and samples, and assist with observations of facility conditions. Accompany inspectors that work in other environmental media.

Professional Experience to be Gained:

Exposure environmental regulation practices in Missouri, specifically in the area of water pollution control. Opportunity to visit a wide variety of regulated facilities and participate in the compliance inspection process. Understanding of the basics of water pollution permit processing and technical writing skills.

Skill Set Required of Candidate:

Graduate or undergraduate student with a major in biological science, environmental science, chemistry, natural resources, geology, engineering, or related field. Ability to use Microsoft Office software. Walking, sitting, or standing for long periods of time necessary to conduct office or field work. Possess a valid Missouri driver's license and have reliable transportation.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR033**Position Title:**

Environmental Specialist Intern

Position Location:

Kansas City Regional Office, Lee's Summit

Division/Program:

Environmental Quality – Kansas City Regional Office

Position Description:

Perform surveys of tire collection centers for initial inspection and gather information for future inspections. Assist with solid waste and scrap tire investigations, create or support improvements of documents for office use, and provide assistance with tracking and reports. Accompany inspectors in the field and in other environmental media.

Professional Experience to be Gained:

Exposure to environmental regulation practices in Missouri, specifically in the area of solid waste management. Opportunity to visit a variety of regulated facilities and participate in the compliance inspection process. Understanding of the basics of environmental investigation and technical writing skills.

Skill Set Required of Candidate:

Graduate or undergraduate student with a major in biological science, environmental science, chemistry, natural resources, geology, engineering, or related field. Ability to use Microsoft Office software. Walking, sitting, or standing for long periods of time necessary to conduct office or field work. Possess a valid Missouri driver's license and have reliable transportation.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR034

Position Title:

Environmental Specialist Intern

Position Location:

Kansas City Regional Office, Lee's Summit

Division/Program:

Environmental Quality – Kansas City Regional Office

Position Description:

Conduct permit termination inspections, writing reports, database entry, and shadowing inspectors on compliance inspection and investigations. Document scanning, filing, and copying. Support environmental specialists by assisting with no-exposure storm water certifications and attending concern investigations. Assist in water pollution control work including storm water, land disturbance, and domestic wastewater facility inspections. Help inspectors with their equipment and samples, and assist with observations of facility conditions. Accompany inspectors that work in other environmental media.

Professional Experience to be Gained:

Exposure to environmental regulation practices in Missouri, specifically in the area of water pollution control. Opportunity to visit a wide variety of regulated facilities and participate in the compliance inspection process. Understanding of the basics of engineering review and investigation, and technical writing skills.

Skill Set Required of Candidate:

Graduate or undergraduate student with a major in biological science, environmental science, chemistry, natural resources, geology, engineering, or related field. Ability to use Microsoft Office software. Walking, sitting, or standing for long periods of time necessary to conduct office or field work. Possess a valid Missouri driver's license and have reliable transportation.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR035

Position Title:

Administrative Support Intern

Position Location:

Northeast Regional Office, Macon

Division/Program:

Environmental Quality – Northeast Regional Office

Position Description:

Word processing, filing, copying, proofreading documents, gathering and compiling data, and assisting with scanning and entering information into databases.

Professional Experience to be Gained:

Exposure to the operations and day-to-day tasks of a Department of Natural Resources regional office and develop business and general organizational skills.

Skill Set Required of Candidate:

Microsoft Office Suite (Word/Excel/Outlook); ability to use fax machine, postage meter, copier, calculator, computer workstations, telephone, and voice mail systems. Must be able to follow direction and exhibit excellent attention to detail; possess good interpersonal skills, and ability to professionally interact with internal and external customers. Able to lift, bend, and carry office materials such as files, etc. Business, Public Administration, or related studies preferred.

Pay Rate:

\$12.07/hour

Duration of Assignment:

May-August

DNR036

Position Title:

Administrative Support Intern

Position Location:

Southeast Regional Office, Poplar Bluff

Division/Program:

Environmental Quality – Southeast Regional Office

Position Description:

Provide office support functions including word processing, filing, copying, proofreading documents, gathering and compiling data, and assisting with special projects including scanning and entering information into databases. Assist with records management and archiving files, updating rosters, and providing professional customer service to internal and external customers.

Professional Experience to be Gained:

Providing administrative support to a governmental agency and developing general business and organizational skills.

Skill Set Required of Candidate:

Microsoft Office Suite (Word/Excel/Outlook); ability to use fax machine, postage meter, copier, calculator, computer workstations, telephone, and voice mail systems. Must be able to follow direction and exhibit excellent attention to detail; possess good interpersonal skills, and ability to professionally interact with internal and external customers. Able to lift, bend, and carry office materials such as files, etc. Business, Public Administration, or related studies preferred.

Pay Rate:

\$12.07/hour

Duration of Assignment:

May-August

DNR037

Position Title:

Environmental Specialist Intern

Position Location:

Southeast Regional Office, Poplar Bluff

Division/Program:

Environmental Quality – Southeast Regional Office

Position Description:

Clean and stock the lab. Assist with periodic calibrations, quality assurance and quality control; research disposal information for expired chemicals and conduct maintenance on samplers in the refrigerator, freezer, and incubator. Update Material Safety Data Sheet records, vehicle maintenance and cleaning. Field work such as carrying coolers and supplies on inspections and/or sampling trips.

Professional Experience to be Gained:

Exposure to the water pollution control aspect of environmental science and basics of a governmental agency.

Skill Set Required of Candidate:

Excellent attention to detail; basic understanding of Microsoft Office (Word, Excel, Access). Ability to lift and carry heavy field equipment. Science major preferred.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR038**Position Title:**

Environmental Specialist Intern

Position Location:

7545 S. Lindbergh, St. Louis

Division/Program:

Environmental Quality – St. Louis Regional Office

Position Description:

Assist in conducting final waterline inspections; review, scan, and assist in the electronic filing of plans from drinking water facilities. Participate in developing emergency contact information by contacting facilities; assist water specialists with laboratory and equipment inventory related to Drinking Water sampling; collect samples for Bacti and Total Residual Chlorine and other tests suitable for review at sites identified as a concern. Receive Total Coliform positive samples, collect Global Positioning System readings to fill in missing data on Drinking Water facilities in a database; conduct site survey inspections and well grout inspections. Assist the unit in focusing on the compliance and operation inspections required to be done on three and five year rotations. Work with the Community Services Coordinator to identify and conduct outreach to municipalities in the target group with public drinking water needs.

Professional Experience to be Gained:

Exposure to public drinking water systems, treatment options, installation processes, data management, and sampling procedures. Learn the Department of Natural Resource's role in protecting public health through drinking water regulations and practices. Interpersonal skills from working on a team.

Skill Set Required of Candidate:

Basic understanding of water quality and chemistry, and good interpersonal communication skills, both written and verbal. Basic computer (Microsoft Office) skills. Ability to work outside in all environments. Possess a valid Missouri driver's license and be punctual.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR039**Position Title:**

Environmental Specialist Intern

Position Location:

7545 S. Lindbergh, St. Louis

Division/Program:

Environmental Quality – St. Louis Regional Office

Position Description:

Assist in conducting land disturbance or other permit termination inspections, emergency bypass inspections initial response (document with photos), and prioritize necessity of further investigations. Conduct spot check verification of information submitted by the facility regarding Sanitary Sewer Overflow's (SSO) reported stopped and corrected. Assist water pollution inspector in conducting sampling at SSO emergency investigations. Review, scan, and assist in the electronic filing of plans for waste water facilities, archiving of information, and assist with laboratory and equipment inventory projects. Conduct follow-up inspections at sites. Survey areas indicating possible land disturbance has/is occurring; assist in identifying sites that require a land disturbance permit and are causing water pollution issues. Accompany inspectors on sites (storm water issues) and help verify and document concerns. Work with the Our Missouri Waters (OMW) Community Services Coordinator to identify and conduct outreach to municipalities in the target group; assist with presentations to groups within the target watershed, research additional outreach opportunities, and assist with data management within both initiatives. Obtain stream sampling in the next targeted watershed for the OMW initiative where the St. Louis Regional Office has already identified issues from Discharge Monitoring Report data indicating problems at some facilities.

Professional Experience to be Gained:

Exposure to water pollution, waste water treatment systems, treatment options, data and file management, water and facility sampling procedures, and reading wastewater permits. Learn the Department of Natural Resources' role in protecting public health and the environment through water pollution regulations. Interpersonal skills from working on a team.

Skill Set Required of Candidate:

Basic understanding of water quality and chemistry, and good interpersonal communication skills, both written and verbal. Basic computer (Microsoft Office) skills. Ability to work outside in all environments. Possess a valid Missouri driver's license and be punctual.

Pay Rate:

\$14.46/her

Duration of Assignment:

May-August

DNR040**Position Title:**

Environmental Specialist Intern

Position Location:

7545 S. Lindbergh, St. Louis

Division/Program:

Environmental Quality – St. Louis Regional Office

Position Description:

Assist in issuing, inspecting for closure, and terminating land disturbance or other general permits. Possibly conduct engineering document reviews and assist with engineering-level inspections of public drinking water and/or wastewater treatment facilities under the direct supervision of a Professional Engineer. Conduct stream sampling in the next targeted watershed for Our Missouri Waters (OMW) initiative where the St. Louis Regional Office (SLRO) has already identified issues from Discharge Monitoring Report (DMR) data indicating problems at some facilities. Survey areas indicating possible land disturbance; assist in identifying sites that require a land disturbance permit and are causing water pollution issues. Work with the OMW Community Services Coordinator to identify and conduct outreach to municipalities in the target group; assist with presentations to groups within the target

watershed, research additional outreach opportunities, and assist with data management within both initiatives.

Professional Experience to be Gained:

Exposure to water pollution, waste water treatment systems, treatment options, data and file management, water and facility sampling procedures, and reading wastewater permits. Learn the Department of Natural Resources' role in protecting public health and the environment through water pollution regulations. Possibly receive engineering experience working with a Professional Engineer. Interpersonal skills from working on a team.

Skill Set Required of Candidate:

Basic understanding of water quality and chemistry, and good interpersonal communication skills, both written and verbal. Basic computer (Microsoft Office) skills. Ability to work outside in all environments. Possess a valid Missouri driver's license and be punctual.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR041

Position Title:

Administrative Support Intern

Position Location:

7545 S. Lindbergh, St. Louis

Division/Program:

Environmental Quality – St. Louis Regional Office

Position Description:

Provide office support functions including word processing, filing, copying, and proofreading documents. Gather and compile data, and assist with special projects including scanning and entering information into databases. Assist with records management and archiving files, update rosters, and provide professional customer service to internal and external customers.

Professional Experience to be Gained:

Exposure to administrative support policies and practices in a governmental agency. Develop general business and organizational skills.

Skill Set Required of Candidate:

Microsoft Office Suite (Word/Excel/Outlook); ability to use fax machine, postage meter, copier, calculator, computer workstations, telephone, and voice mail systems. Must be able to follow direction and exhibit excellent attention to detail; possess good interpersonal skills and ability to professionally interact with internal and external customers. Able to lift, bend, and carry office materials such as files, etc. Business, Public Administration, or related studies preferred.

Pay Rate:

\$12.07/hour

Duration of Assignment:

May-August

DNR042

Position Title:

Environmental Specialist Intern

Position Location:

7545 S. Lindbergh, St. Louis

Division/Program:

Environmental Quality – St. Louis Regional Office

Position Description:

Assist with providing youth education programs through the school education project which is coordinated by the St. Louis Regional Office (SLRO). Compile a list of youth education opportunities such as summer camps coordinated by schools, park districts, community centers, etc. Contact these entities offering youth education programs that cover air pollution, water pollution, etc. Assist with and/or provide presentations to the youth programs and update the SLRO's school education spreadsheet.

Professional Experience to be Gained:

Exposure to the Department of Natural Resources' youth education program; environmental protection programs in the areas of solid waste and air pollution, including the observation of landfills; solid waste processing centers; source air pollution generators; etc.

Skill Set Required of Candidate:

Microsoft Office Suite (Word/Excel/Outlook). Must be able to follow direction and exhibit excellent attention to detail; possess good communication skills and ability to professionally interact with internal and external customers. Education and/or science majors preferred.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR043**Position Title:**

Environmental Engineer Intern

Position Location:

2040 W. Woodland, Springfield

Division/Program:

Environmental Quality – Southwest Regional Office

Position Description:

Assist Water Pollution Engineering, Water Pollution Control Permitting and Technical Assistance Units in reviewing historic construction files related to water pollution construction permits; make initial evaluations to determine if field verification of construction completion is warranted. Conduct field visits of construction projects to confirm data provided by engineering firms and work towards clearing the construction authorization backlog. Assist the Water Pollution Control Permitting Unit with expired general permits to determine status. Scan engineering plans and specification sheets.

Professional Experience to be Gained:

Interaction with professionals in the field of study. Site observations of wastewater system construction projects and storm water permits.

Skill Set Required of Candidate:

Ability to traverse rough terrain and carry equipment up to 50 pounds. Possess a valid Missouri driver's license.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR044

Position Title:

Environmental Specialist Intern

Position Location:

2040 W. Woodland, Springfield

Division/Program:

Environmental Quality – Southwest Regional Office

Position Description:

Identify scrap tire retailers and enter into database. Visit inactive hazardous waste generators to determine if correctly identified. Visit facilities with inactive air pollution permits to determine if correctly identified and if inspection is warranted.

Professional Experience to be Gained:

Interaction with professionals in the field of study. Site observations of hazardous waste facilities, air facilities, and scrap tire retailers regulated by the Department of Natural Resources. Opportunity to accompany inspectors to regulated facilities.

Skill Set Required of Candidate:

Ability to traverse rough terrain and carry equipment up to 50 pounds. Possess a valid Missouri driver's license.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR045**Position Title:**

Environmental Engineer Intern

Position Location:

2040 W. Woodland, Springfield

Division/Program:

Environmental Quality – Southwest Regional Office

Position Description:

Assist the Drinking Water Engineering and Technical Assistance Units in reviewing historic construction files related to public drinking water infrastructure improvement projects; make initial evaluations to determine if field verification of construction completion is warranted (this will be through contacts with public water system representatives or engineering firms to determine status of projects and summarize findings for the unit chief). Conduct field visits of construction projects to confirm data provided by engineering firms and work towards clearing the construction authorization backlog. Assist on any Groundwater Under the Influence of Surface Water investigations that the Southwest Regional Office may have. Collect field measurement data to provide to the Water Resources Center to aide in the hydrogeological evaluations of suspect public water wells. Scan engineering plans and specification sheets.

Professional Experience to be Gained:

Interaction with professionals in the field of study. Site observations of water system construction projects.

Skill Set Required of Candidate:

Ability to traverse rough terrain and carry equipment up to 50 pounds. Possess a valid Missouri driver's license.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR046**Position Title:**

Environmental Specialist Intern

Position Location:

2040 W. Woodland, Springfield

Division/Program:

Environmental Quality – Southwest Regional Office

Position Description:

Work with Drinking Water environmental specialists to help public water systems complete their Level 1 forms. Collect bacteriological samples from public water systems where sample has been invalidated by the lab. Review files to determine if inactive systems are correctly identified. Assist on any Groundwater Under the Influence of Surface Water Investigations that the Southwest Regional Office may have. Collect field measurement data to provide to the Water Resources Center to aide in their hydrogeological evaluations of suspect public water wells.

Professional Experience to be Gained:

Interaction with professionals in the field of study within a professional office environment; personal skills from working on a team.

Skill Set Required of Candidate:

Ability to traverse rough terrain and carry equipment up to 50 pounds. Possess a valid Missouri driver's license.

Pay Rate:

\$14.46/hour

Duration of Assignment:

May-August

DNR047**Position Title:**

Administrative Support Intern

Position Location:

2040 W. Woodland, Springfield

Division/Program:

Environmental Quality – Southwest Regional Office

Position Description:

Assist in document management by consolidating files in the file room. Scan documents and identify for archiving.

Professional Experience to be Gained:

Work in a professional office environment; personal skills from working on a team.

Skill Set Required of Candidate:

Ability to work in a standing position for a prolonged period of time. Ability to lift and move filing materials and boxes of files up to 50 pounds.

Pay Rate:

\$12.07/hour

Duration of Assignment:

May-August

DNR048**Position Title:**

Ranger Intern

Position Location:

Babler State Park (St. Louis County)

Division/Program:

Missouri State Parks – Babler State Park

Position Description:

This is an internship position that will give the intern a firsthand view of what a Missouri State Park Ranger typically handles on a day to day basis. The intern will assist and observe the ranger in everyday activities, but will not have any power of arrest or take action on any enforcement contacts. The intern will assist the ranger in non-enforcement actions that include, but are not limited to, assisting with park watch programs, outreach programs, and other actions that require participation when requested by the supervising ranger. The intern will also be available to assist command staff with other projects that may arise during their internship period (i.e. storage maintenance, region inventory, work at other facilities for special events as needed).

Professional Experience to be Gained:

Understanding and experiences of recreational law enforcement.

Skill Set Required of Candidate:

No criminal history, valid driver's license, 19 years of age. Internship must be affiliated with a university.

Pay Rate:

Unpaid

Duration of Assignment:

Dependent on university requirements

DNR049**Position Title:**

Ranger Intern

Position Location:

Johnson's Shut-Ins State Park (Reynolds County)

Division/Program:

Missouri State Parks – Johnson's Shut-Ins State Park

Position Description:

This is an internship position that will give the intern a firsthand view of what a Missouri State Park Ranger typically handles on a day to day basis. The intern will assist and observe the ranger in everyday activities, but will not have any power of arrest or take action on any enforcement contacts. The intern will assist the ranger in non-enforcement actions that include, but are not limited to, assisting with park watch programs, outreach programs, and other actions that require participation when requested by the supervising ranger. The intern will also be available to assist command staff with other projects that may arise during their internship period (i.e. storage maintenance, region inventory, work at other facilities for special events as needed).

Professional Experience to be Gained:

Understanding and experiences of recreational law enforcement.

Skill Set Required of Candidate:

No criminal history, valid driver's license, 19 years of age. Internship must be affiliated with a university.

Pay Rate:

Unpaid

Duration of Assignment:

Dependent on university requirements

DNR050

Position Title:

Interpretive Resource Aide

Position Location:

Bollinger Mill State Historic Site, 113 Bollinger Mill Rd., Burfordville, MO

Division/Program:

Missouri State Parks – Bollinger Mill State Historic Site

Position Description:

Bollinger Mill State Historic Site is comprised of two historic structures, including a four story grist mill (built in 1867), which stands proudly alongside the Burfordville Covered Bridge (built in 1868 in the Howe Truss design), which spans 140 feet across the Whitewater River. The site offers visitors opportunities for recreation and education through the interpretation of these structures, picnicking under the shade trees and in proximity of the sound of the water rushing over the dam, and a hike up the trail through the wooded hillside to the family cemetery. The main emphasis of the internship will be participation in a current in-house project that closely suits the interests of the intern's research focus. In addition to a project focus, the intern can expect to become familiar with the goals, duties, and responsibilities of the Missouri State Park system and the daily operations of Bollinger Mill State Historic Site; receive interpretive training and provide interactive interpretive tours to visitors; conduct research and prepare a report of findings focusing on topic related to an interpretive theme outlined in the General Management Plan of the facility; and provide assistance with collection curation as outlined in the agency's collection management protocol.

Professional Experience to be Gained:

The internship provides a networking opportunity with a variety of professionals within the fields of natural and cultural preservation, and resource protection and interpretation. The experience will enable the intern to become aware of the diverse selection of career paths in the field of history and historic preservation. Students who have work experience in the field by the time they graduate are marketable and stand out to employers. Work associated with the program is designed to provide students with actual work experiences where they will apply their analytical, research and communication skills in a professional setting.

Skill Set Required of Candidate:

Graduate or undergraduate students of Historic Preservation, History, Public History, or a similar major. Excellent skills in writing and grammar as well as Microsoft Office proficiency, accuracy, attention to detail, ability to work alone and as part of a team, energetic personality and the ability to work according to established procedures.

Pay Rate:

\$7.65/hour

Duration of Assignment:

A minimum of four, full-time weeks, but more than four is preferred. A longer term, part-time schedule may be considered instead. Flexible summer schedule, between May and October. The period can be tailored to meet the student's university internship requirements.

DNR051

Position Title:

Naturalist Intern

Position Location:

Crowder State Park, 76 NW Hwy. 128, Trenton, MO

Division/Program:

Missouri State Parks – Crowder State Park

Position Description:

Schedule, research, prepare and provide nature programs to campers, group campers and general park visitors. Assist in main office with watercraft rentals, answering phones, and greeting the public.

Professional Experience to be Gained:

Customer service and experience with providing interpretive programs

Skill Set Required of Candidate:

Self-motivated and ability to talk to groups of people; valid driver's license required.

Pay Rate:

Unpaid

Duration of Assignment:

6 weeks

DNR052**Position Title:**

Naturalist Intern

Position Location:

Crowder State Park, 76 NW Hwy. 128, Trenton, MO

Division/Program:

Missouri State Parks – Crowder State Park

Position Description:

Schedule, research, prepare and provide nature programs to campers, group campers and general park visitors. Assist in main office with watercraft rentals, answering phones, and greeting the public.

Professional Experience to be Gained:

Customer service and experience with providing interpretive programs

Skill Set Required of Candidate:

Self-motivated and ability to talk to groups of people; valid driver's license required.

Pay Rate:

Unpaid

Duration of Assignment:

6 weeks

DNR053**Position Title:**

Interpretation Intern

Position Location:

Johnson's Shut-Ins State Park, 148 Taum Sauk Trail, Middlebrook, MO

Division/Program:

Missouri State Parks – Johnson's Shut-Ins State Park

Position Description:

Plan and present interpretive programs to visitors. These will include everything from formal amphitheater programs to less formal crafts and discovery stations to roving interpretation. Extensive public contact is required. Staff the Black River Center desk. Assist in maintaining and cleaning exhibits. Process store sales. Assist with interpretation and resource management projects. Possible projects include: oral history collection, exhibit development, special program development, exotic species management, endangered species studies, and/or population studies. Conduct stewardship activities, which will likely include exotic species removal. Plan and carry out at least one special event at the park.

Present programs to special groups off-site. Assist with scheduling and supervision of other seasonal interpreters. Assist other parks with special events, as needed and available.

Professional Experience to be Gained:

Program presentation to a wide range of audiences/ages in a variety of venues; special event planning and presentation; supervisory experience (possible); experience planning/adjusting programming, sometimes with very short notice; visitor center experience (information desk, operations, sales, exhibits); public speaking experience; experience "stepping out of comfort zone;" field work.

Skill Set Required of Candidate:

At least one year of college study in the field of natural resources; interpretation courses and/or cultural resource courses would be helpful. Must attend the annual interpretation training held in May (May 18-21). Most work will be outside with limited shade. Skills in art, music, photography, etc. are helpful, but not required. Must provide own transportation. Hours will vary. Must be available days, evenings, weekends and holidays.

Pay Rate:

\$300/month + housing

Duration of Assignment:

May-August

DNR054

Position Title:

Seasonal Interpretive Services Specialist

Position Location:

4750 Troost Ave., Kansas City, MO

Division/Program:

Missouri State Parks – Interpretation Program

Position Description:

Entry level interpretive staff. Will assist in interpretive programs in Kansas City Region focused on urban populations. Will conduct interpretive programs planned by student. Assist in promotion of agency sites and programs. Assist in special events held across the state. Help develop promotional material for programs.

Professional Experience to be Gained:

Will gain knowledge in planning a program, constructing promotional materials, and engaging urban populations in outdoor activities. Student will gain contacts with multiple agencies and across the state. Common programs the student will be involved in: hiking, birding, camping, archery, paddling, fire starting, Dutch oven cooking, tours, fishing, fairs, special events, and nature crafts.

Skill Set Required of Candidate:

Experience in giving educational or recreational programs. At least established 10 credit hours in biology, wildlife, natural resources, parks and recreation, history, or closely related field. Must have a valid driver's license.

Pay Rate:

\$9.00/hour

Duration of Assignment:

May-August with opportunity to continue into the fall.

DNR055

Position Title:

Seasonal Interpreter

Position Location:

Long Branch State Park, 28615 Visitor Center Rd., Macon, MO

Division/Program:

Missouri State Parks – Long Branch State Park

Position Description:

The successful applicant will be responsible for designing, preparing, and executing programs that interpret the three main features of our park: tall grass prairie, white oak savannah and a manmade reservoir. This includes publishing and posting a weekly schedule within the park; developing interpretive displays; and conducting campground rounds to visit with guests, answer questions, provide informal interpretation and promote the park/park services. Additionally the applicant will assist with sales of ice, firewood, and camping sites within the campground through a computer based point of sale system (POS). Also performs other duties as required.

Professional Experience to be Gained:

Public speaking, customer service, increased knowledge of park operations and natural resources.

Skill Set Required of Candidate:

Valid driver's license required. Must pass criminal background check. Must have physical condition sufficient to work outdoors, on uneven terrain, and sometimes under strenuous conditions. Must be able to work a non-standard schedule, including weekends, holidays, and some evenings.

Pay Rate:

\$8.67/hour

Duration of Assignment:

May-August

DNR056

Position Title:

Natural Resource Aide

Position Location:

Long Branch State Park, 28615 Visitor Center Rd., Macon, MO

Division/Program:

Missouri State Parks – Long Branch State Park

Position Description:

The successful applicant will be taught to identify common vegetation species of Missouri, be able to read maps/aerial photos, operate backpack sprayers, use chainsaws/brush cutters safely, follow herbicide label directions, and keep accurate records. Crew members will be expected to walk through native grasslands and other habitats seeking/controlling *Sericea Lespedeza* early in the season and then conduct brush/tree control later in the season. Crew members will be on rough/uneven terrain in hot and humid conditions.

Professional Experience to be Gained:

Experience in natural resource management and habitat restoration. Safe use of herbicide and tools (such as saws, ATV, and sprayers) associated with natural resource management.

Skill Set Required of Candidate:

Valid driver's license required. Must pass criminal background check. Must have physical condition sufficient to work outdoors, on uneven terrain, and sometimes under strenuous conditions. Must be at least 18 years old.

Pay Rate:

\$8.67/hour

Duration of Assignment:

May-August

DNR057**Position Title:**

Natural Resource Aide

Position Location:

Long Branch State Park, 28615 Visitor Center Rd., Macon, MO

Division/Program:

Missouri State Parks – Long Branch State Park

Position Description:

The successful applicant will be taught to identify common vegetation species of Missouri, be able to read maps/aerial photos, operate backpack sprayers, use chainsaws/brush cutters safely, follow herbicide label directions, and keep accurate records. Crew members will be expected to walk through native grasslands and other habitats seeking/controlling *Sericea Lespedeza* early in the season and then conduct brush/tree control later in the season. Crew members will be on rough/uneven terrain in hot and humid conditions.

Professional Experience to be Gained:

Experience in natural resource management and habitat restoration. Safe use of herbicide and tools (such as saws, ATV, and sprayers) associated with natural resource management.

Skill Set Required of Candidate:

Valid driver's license required. Must pass criminal background check. Must have physical condition sufficient to work outdoors, on uneven terrain, and sometimes under strenuous conditions. Must be at least 18 years old.

Pay Rate:

\$8.67/hour

Duration of Assignment:

May-August

DNR058**Position Title:**

Park Intern

Position Location:

Knob Noster State Park, 873 SE 10, Knob Noster, MO

Division/Program:

Missouri State Parks – Knob Noster State Park

Position Description:

Helping to operate a state park campground, which includes regular interaction with the public, managing inventory of supplies, handling money, assisting with maintenance in the park's day-use area and campground, and cleaning bathrooms. Helping with special events as needed.

Professional Experience to be Gained:

Gaining a good grasp on the operations of a business and a Missouri State Park. Also, helping to prepare special events.

Skill Set Required of Candidate:

Typing, good oral and written communication skills, familiarity with basic computer programs such as Microsoft Word.

Pay Rate:

Unpaid

Duration of Assignment:

200 hours - summer

DNR059**Position Title:**

Interpretive Resource Specialist Intern

Position Location:

Mastodon State Historic Site, 1050 Charles J Becker Dr., Imperial, MO

Division/Program:

Missouri State Parks – Mastodon State Historic Site

Position Description:

The position includes helping with museum collection management. The intern will be working on updating our Past Perfect database by assigning locations to artifacts and specimens, tracking mis-labeled items, and helping create a list of items to be deaccessioned. The intern will also be in charge of organizing our archival documents and helping determine feasible solutions for long term care of the items. Intern may be asked to assist with visitor services as needed.

Professional Experience to be Gained:

Practical work experience in a museum and application of museum practices.

Skill Set Required of Candidate:

Working towards or has already obtained a degree in Museum Studies, Anthropology, or Historic Preservation.

Pay Rate:

\$150/week, housing is available but not required.

Duration of Assignment:

June 1-July 30

DNR060**Position Title:**

Natural Resource Aide

Position Location:

Mastodon State Historic Site, 1050 Charles J Becker Dr., Imperial, MO

Division/Program:

Missouri State Parks – Mastodon State Historic Site

Position Description:

The position will include aiding in the maintenance of the historic site such as mowing and trimming. The intern will work on the removal of invasive species, caring for native gardens and plantings, and helping install fire lines.

Professional Experience to be Gained:

Practical work experience in natural resource management.

Skill Set Required of Candidate:

Working towards or has already obtained a degree in Parks and Recreation, Botany, or Fish and Wildlife

Pay Rate:

\$150/week, housing is available but not required.

Duration of Assignment:

June 1-July 30

DNR061**Position Title:**

Natural Resource Aide

Position Location:

Ha Ha Tonka State Park, Camdenton, MO

Division/Program:

Missouri State Parks – Ha Ha Tonka State Park

Position Description:

Assist with natural resource management activities such as preparing fire line for prescribed burns, removal of cedar and other exotic species, flora and fauna monitoring. Person may be asked to assist in presenting programs regarding these activities. They may also work alongside maintenance crew on certain projects.

Professional Experience to be Gained:

Experience in controlled burning, what parameters are used and the methods for using this technique to further enhance the open woodlands here at the park. Will become more familiar with this part of Missouri's flora and fauna. Will gain varied work experience working with a team of people who have experience in this type of natural resource management.

Skill Set Required of Candidate:

Rudimentary knowledge of Missouri flora and fauna. Physical ability to work outdoors in all type of weather. Ability to hike long distances and carry various pieces of equipment such as chainsaws, weed eaters, and blowers.

Pay Rate:

Pay rate depends on experience; not a guaranteed paid position.

Duration of Assignment:

Open – successful candidate could potentially work 1000 hours in a calendar year

DNR062**Position Title:**

Visitor Services Aide

Position Location:

Ha Ha Tonka State Park, Camdenton, MO

Division/Program:

Missouri State Parks – Ha Ha Tonka State Park

Position Description:

Assist park visitors regarding park information. Will help with retail sales in the visitor center. May assist with scheduled hikes in the park.

Professional Experience to be Gained:

Experience in customer service and a retail store. Will gain an extensive knowledge of this park's history and natural resources.

Skill Set Required of Candidate:

Pleasant personality and ability to relate and converse with a variety of people.

Pay Rate:

Pay rate depends on experience; not a guaranteed paid position.

Duration of Assignment:

Open – successful candidate could potentially work 1000 hours in a calendar year

DNR063**Position Title:**

Office Services Specialist

Position Location:

Ha Ha Tonka State Park, Camdenton, MO

Division/Program:

Missouri State Parks – Ha Ha Tonka State Park

Position Description:

Assist Park Superintendent in management activities including project planning, scheduling, purchasing, public relations work, patrolling, and evaluation of work being performed.

Professional Experience to be Gained:

Insight into the myriad of job responsibilities and areas of expertise needed to manage a large state park with a heavy emphasis on customer service and natural resource management activities.

Skill Set Required of Candidate:

Pleasant personality and ability to relate and converse with a variety of people. Ability to multi-task. Physical ability to work outdoors in all kinds of weather and temperatures.

Pay Rate:

Pay rate depends on experience; not a guaranteed paid position.

Duration of Assignment:

Open – successful candidate could potentially work 1000 hours in a calendar year