

Job Description
Spring 2017
U.S. Fish and Wildlife Service
Tennessee Ecological Services Field Office

Title: Listing and Recovery Program Intern

Internship Duration: Approximately January 3 – April 30 (start and end dates may be flexible based on office needs and intern's schedule)

Time Commitment: Minimum 10 hours per week during normal business hours (Monday – Friday 6:30a – 5:30p)

Location: Tennessee Ecological Services Field Office
446 Neal Street, Cookeville, TN

Responsibilities:

The intern will assist Listing and Recovery Program biologists with conducting species status assessments as required under the Endangered Species Act (ESA). This includes literature searches, analyzing biological data, and summarizing life history and threats information that will be used in formulating supporting, or justifying USFWS decisions related to the ESA. Other duties may include providing administrative support, development of outreach materials, assistance with reporting requirements, and attending on-site or offsite meetings or trainings.

Training:

Generally, training will be provided by USFWS biologists in the field/office. Offsite training opportunities may be available.

Work Environment and Physical Demands:

The work is performed in an office setting using standard office equipment (e.g., computer, printer, scanner, paper shredder, and electric or manual hole punches). A workspace and computer will be assigned. The work is generally sedentary. Exceptions may include physical work that requires lifting of books or boxes (e.g., organizing files and file room) and travel to offsite meetings or trainings. Modes of transportation to offsite meetings include personal vehicle, USFWS vehicle, or carpooling.

Qualifications:

Enrollment in a college or university; junior or senior undergraduate or graduate student; good communication/writing skills; background/knowledge in wildlife biology, environmental science and policy, ecology, or similar preferred; experience with basic computer applications.

College Credit:

Up to 4 hours of college credit could be earned through this internship.