

Job Description  
Summer 2016 Internship  
U.S. Fish and Wildlife Service  
Tennessee Ecological Services Field Office

**Title:** Biological Intern

**Internship Duration:** Approximately June 1 – August 15 (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 (days and times of the week are flexible based on intern's schedule and office need)

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

**Responsibilities:**

The intern will assist Project Review and Consultation Program biologists in conducting a review and synthesis of literature related to the Indiana Bat. This includes literature searches, literature and file organization, analyzing biological data, and summarizing life history and threats information that will be used in formulating supporting, or justifying policy decisions related to the Endangered Species Act or federal wildlife protection laws. Other duties may include assisting in bat surveys in the field, providing administrative support, assistance with outreach materials and 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 in an office environment. Exceptions may include field work, physical work that requires lifting of books or boxes (e.g., organizing files and file room) and travel to offsite meetings or trainings.

**Qualifications:**

Current enrollment in a college or with a university; junior or senior undergraduate standing or graduate student in biological sciences or library science. Experience with basic computer applications, Microsoft and other software applications, and literature reviews is required. Good communication/writing skills and background/knowledge in wildlife biology, environmental science and policy, and/or ecology is preferred.

**College Credit:**

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