

Georgia Department of Natural Resources

Wildlife Resources Division

Nongame Conservation Section
2065 U.S. Highway 278, S.E., Social Circle, Georgia 30025-4743
(770) 918-6411

Botany Internship

The Wildlife Resources Division, Nongame Conservation Section office in Social Circle announces a botany internship available this spring. The position offers flexible hours (full- to part-time, depending on the availability of the intern) and a wide range of opportunities, based out of our Social Circle office, 45 minutes from Athens and from Atlanta. Carpooling options may be available. Some field work will be necessary, travel may be state-wide with overnight stays; transportation is provided. Field work days can be >10 hrs. in physically challenging conditions. Position is available May 15 / June 15 2008 – October 2008; precise dates are flexible. Salary will be \$10.49 per hour.

Job Responsibilities

The person filling this position will be responsible for 1. Plant identification from dried specimens, especially grasses and composites; 2. Data entry associated with several federally-funded rare plant and vegetation monitoring projects using Microsoft Excel, M.S. Access and/or possibly Biotics, an ArcView-based GIS tool for managing biodiversity information; 3. Field work with Nongame Biologists on plot sampling for ecological community classification, rare plant survey, and habitat restoration; and 4. Development of outreach materials for the general public on Georgia natural communities.

Preferred Qualifications

Candidates with at least one of the following skills will be preferred for the position:

- 1) Experience with plant identification using taxonomic keys, familiarity with structures of graminoids and composites.
- 2) Experience with software for data entry, photo editing, and making presentation materials.
- 3) Experience in basic statistical analysis.
- 4) Experience using GPS units, and with using GIS software ArcView or ArcGIS.

Application

Submit by email or U.S. mail, postmarked deadline May 6, 2009:

- 1) A cover letter highlighting applicable skills
- 2) A resume emphasizing relevant experience
- 3) Two references

Contact

Send application materials or address any questions to:

Matt Elliott, Program Manager
Georgia Department of Natural Resources
Wildlife Resources Division
Nongame Conservation Section
2065 U.S. Highway 278
Social Circle, GA 30025
(706) 557-3032
matt.elliott@dnr.state.ga.us