



Arkansas Game and Fish Commission Employment Job Posting

AGFC Summer Intern - **AGFC Conservation Program Technician / Part-time**

POSITION NO: 22077980

POSTING INFORMATION:

Advertisement Opens: Jan. 30, 2024

Advertisement Closes: March 31, 2024

Full Time: No

Salary: \$13.00 - \$13.00 Hourly

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

To be eligible for an AGFC Internship, applicants must meet the following prerequisites:

- Must have 60 hours of college credits earned by the time the Internship begins.
- At the time of application, must be a college student, graduated within the previous 12 months, or currently enrolled in a post-graduate program.
- Must have a 2.5 cumulative grade point average on a 4.0 scale.

Selected intern will coordinate directly with his/her college or university to obtain course credit for their work.

Preferred Education and/or Experience:

- Must be eager to learn
- Experience with basic computer programs such as Microsoft Word, Excel, PowerPoint, and Google
- Preferred education in business, finance, and/or accounting.

Knowledge, Abilities, and Skills:

Required skills may vary depending on the AGFC position and division. The following skills are typically required for conservation-focused AGFC positions:

- Knowledge of the procedures and methods used in documenting wildlife investigations.
- Knowledge of the equipment and techniques used to maintain buildings, grounds and equipment.
- Knowledge of fish propagation, harvesting, cultivation, and maintenance activities.
- Knowledge of tissue and blood sampling techniques used in collection research.
- Knowledge of agricultural methods and basic land laws.
- Knowledge of timber marking, land surveying, and other related forestry techniques.
- Ability to collect samples of wildlife, perform fish hatchery, prepare reports, maintain files, and present oral and written information.
- Ability to operate and maintain wildlife equipment.

Preferred Knowledge, Abilities, and Skills:

- Excellent verbal and written communication skills
- Ability to use basic computer programs such as Microsoft Word, Excel, PowerPoint, and Google
- Preferred skills in business, finance, and or accounting

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Fiscal

Job Summary:

The AGFC Internship program is designed to help students gain education and practical experience related to the conservation work AGFC performs and to meet hands-on training requirements necessary for students to earn their degree. This training is critical to students pursuing a conservation career and is often the deciding factor in gaining employment after college.

Typical Functions:

To be determined by the hiring supervisor.

Specific Duties and Responsibilities:

1. Preparing federal aid and fiscal documents for scanning and/or shredding
2. Reconciling real property records
3. Creation of regional and divisional lists pertaining to federally-funded assets
4. Organizing electronic files
5. Assisting with posting expenses to grant control ledgers
6. Assist other AGFC divisions as various conservation opportunities arise
7. Assist Procurement Section on tasks as needed
8. Assist the Disbursing Section with keying invoices
9. Work on items as needed for the Tracks Impacts System and Capital Resource Management System

Certificates, Licenses, or Registrations:

None

Special Job Dimensions:

AGFC interns are paid \$13.00 per hour and work approximately 40 hours per week (no more than 400 hours for 10 weeks).

Intern positions will be available through June, July, and August. Flexible work schedules can be established with your division supervisor.

REQUIRED DOCUMENTATION:

Please upload and attach to this application:

1. A current resume.
2. A one-page cover letter to include goals, interests, and how an AGFC internship will help accomplish those goals.
3. A copy of your unofficial or official college transcript(s). Official transcripts will be required prior to employment start date.

IF THESE DOCUMENTS ARE NOT ATTACHED, YOUR APPLICATION WILL BE DETERMINED INCOMPLETE UNTIL THEY ARE RECEIVED.

If you are unable to attach your documentation, you may email it to Sharon Morris at: sharon.morris@agfc.ar.gov. Please be sure and provide the following in the email subject line: position name and position number. All documents must be received by March 31, 2024.

Other Specific Information:

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As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.