



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Summer Intern - **AGFC Conservation Program Technician / Part-time**  
**POSITION NO: 22095765**

### **POSTING INFORMATION:**

Advertisement Opens: March 15, 2024

Advertisement Closes: April 5, 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:

- Knowledge of the principles of biology, ecology, and related environmental sciences.
- Knowledge of game and fish management programs including propagation, cultivation, and harvesting techniques.
- Knowledge of game and fish laboratory and field survey equipment, techniques, and procedures.
- Ability to plan, organize, and oversee the work of colleagues. Ability to make public presentations and conduct hunter safety classes.
- Ability to plan work unit objectives and operational activities and to assign and direct the work of colleagues.
- Ability to conduct scientific game and fish surveys and studies.
- Ability to work with private landowners to enhance wetlands.

### 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:

- Knowledge of the biology, ecology and management of wetlands
- Knowledge of the biology, ecology and management of waterfowl and webless migratory birds and their habitats.
- Ability to operate/maintain heavy machinery (farm machinery: tractors, disks, rollers, sprayers, dozers, etc.) to accomplish habitat management objectives
- Demonstrated skill in the operation of or ability and willingness to learn operation of dirt-moving (tractors/scrapers/lasers/gps/software) equipment to accomplish habitat restoration and enhancement objectives.
- Knowledge of migratory bird management and monitoring, including trapping, banding and survey techniques
- Must be proficient with a variety of computer software applications including but not limited to: ArcView/ArcGIS/ArcMap, MS Access, MS Excel, MS PowerPoint and MS Word.
- Must be able to work efficiently and effectively with others as well as independently, and be able to prioritize a statewide, heavy, and varied workload.
- Knowledge of game and fish laboratory and field survey equipment, techniques, and procedures.
- Ability to execute plans and work of colleagues.
- Ability to conduct scientific game and fish surveys and studies.

## **POSTING DETAILS:**

### Position Location:

City: TBD

Office: Statewide

Division: Wildlife Management

### 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:

- Responsible for assisting the Wetlands Program in delivering a complex array of wetland habitat, restoration, enhancement and management projects statewide, primarily on Wildlife Management Areas (WMAs).
- Emphasis will be on assisting in moist-soil habitat management activities, including budgets, record keeping, working with other division staff and hands-on implementation of management techniques (e.g. disking, spraying, water-level manipulations).
- Duties also will include assisting with the strategic planning and implementation of the division's waterfowl habitat delivery - with a focus on moist-soil habitat and greentree reservoirs - and the integration of game and non-game migratory bird habitat planning and wetland conservation projects associated with the North American Waterfowl Management Plan's Lower Mississippi Valley Joint Venture.
- Assists with waterfowl management activities including bird and hunter surveys, trapping, banding, data management, and other population monitoring and evaluation duties as needed.
- Other duties will be carried out as assigned.

### 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](mailto: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:

,

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