



Arkansas Game and Fish Commission Employment Job Posting

AGFC Summer Intern - **AGFC Biological Technician I / Part-time**

POSITION NO: 22096339

POSTING INFORMATION:

Advertisement Opens: Jan. 29, 2025

Advertisement Closes: March 15, 2025

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.

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 before 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 Lauren Cannon at:

lauren.cannon@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 15, 2024.

Preferred Education and/or Experience:

Student entering his/her junior or senior year of college and working towards a bachelor's degree in Education, Biology, Wildlife Management, Recreation and Park Administration, Conservation Studies or a related field.

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:

- Basic understanding of Microsoft Word, PowerPoint, and Excel or the Google Suites equivalent.
- Basic understanding of public speaking and writing informational or educational presentation outlines
- Ability to follow specific written or verbal instructions.
- Ability to adapt to the task at hand, multitask, and prioritize tasks as needed
- Ability to work well with people of diverse ages, demographics and backgrounds
- Ability to speak second language(s) or experience with ASL

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Witt Stephens Jr. Central Arkansas Nature Center

Division: Education

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:

This position is guaranteed hours between May 28th and July 17th, 2025. Job duties will vary from day to day and include, but are not limited to: setting up, presenting, and taking down conservation-related education presentations, weekly fish and reptile feedings, set weekend programs or special events, and Hunter Education and Boater Education programs.

Duties also include: assisting with the front desk by greeting visitors, directing visitors around the site, and answering the phone as needed; animal care for 9000 gallons of aquarium and various other aquariums for reptiles and amphibians.

Interns also help with two youth-centered fish camps, the creation of a summer presentation series, and the creation of a temporary education display. Minor maintenance duties around the site include: moving or emptying trash cans, dusting, or assisting with cobweb removal, sweeping, or mopping up after animal maintenance.

Certificates, Licenses, or Registrations:

None

Special Job Dimensions:

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Other Specific Information:

Must be able to lift 25 lbs.

Must have current driver's license and clean driving record.

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