



## Arkansas Game and Fish Commission Employment Job Posting

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

**POSITION NO: 22095763**

### **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:

University, community college, or trade school student with one year of courses completed or recent graduate of a 2 or 4-year institution in a conservation-related field/degree

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:

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**POSTING DETAILS:**

Position Location:

City: TBD - North Central Arkansas

Office: Yellville or Ponca

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:

- Lead summer Outdoor Skills programs
- Shadow different divisions within the agency in north-central Arkansas
- Answer phones, greet guests, and show excellent hospitality to our guests
- Assist with special events and other conservation-related programs
- Identify native wildlife species and plant species at the facility
- Assist other divisions of the agencies as various conservation opportunities arise
- Assist with keeping record of participants and programs

Certificates, Licenses, or Registrations:

None

Special Job Dimensions:

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Other Specific Information:

This internship will provide an excellent opportunity for anyone interested in becoming an outdoor educator, program manager, or facility manager. Opportunities to learn about facility maintenance, and day-to-day operations, as well as program development, public outreach, hunting, fishing, and being active in the outdoors will be abundant.

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