



## **Arkansas Game and Fish Commission Employment Job Posting**

### **AGFC CONSERVATION PROGRAM TECHNICIAN - AGFC CONSERVATION PROGRAM TECHNICIAN POSITION NO: 22096334**

#### **POSTING INFORMATION:**

Advertisement Opens: Feb. 6, 2019

Advertisement Closes: March 8, 2019

Full Time: No

Salary: \$12.75 - \$12.75 Hourly

#### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

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

Must have a declared degree in the conservation field. 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 their college or university to obtain course credit for their work.

Preferred Education and/or Experience:

Preferred Biology, Fisheries and Wildlife, Natural Resource Management, Earth Science, Environmental Policy / Science, or similar college majors.

Knowledge, Abilities, and Skills:

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 GIS systems  
Familiarity with MS Office products.  
Interest in environmental regulation and policy  
Ability to swim and feel comfortable working in aquatic environments is preferred.

### **POSTING DETAILS:**

#### Position Location:

City: Little Rock Central Office

Office: Little Rock Office Complex

Division: Environmental Coordination

#### Job Summary:

The AGFC's internship program allows students to gain practical experience and meet hands-on training requirements necessary to earn their degrees and gain valuable career-oriented experience.

#### Program Goals and Opportunities:

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:

Inspects forest lands for damage by insects or disease, assists in implementing plans or recommendations for control measures, and prepares plans for site preparation or improvement of planting, harvesting, marketing, or wildlife use. Conducts or assists in conducting research on collected samples, such as fish, blood, water, soil, and plant species, and examines animals and specimens to detect diseases or other problems. Conducts agricultural and forest management activities on wildlife management areas, including preparing seed beds and plant foods; selects and marks trees for thinning and/or logging utilizing soil erosion control measures and maintains waterways, dams, and ponds. Monitors and inspects public and private wildlife to ensure compliance with state regulations and trains various personnel in activities, such as fire safety, accident prevention, and maintenance and calibration of scientific and technical equipment. Gathers, provides, and presents general and forestry educational information and training to various federal, state, local health officers, community organizations, and the general public. Provides technical support and services for scientists and engineers working in fields, such as agriculture, environmental science, resource management, and biology. Assists in conducting fish and game propagation and maintenance activities, including monitoring of spawning, hatching, incubation, sexing, and feeding. Prepares reports pertaining to wildlife findings, conclusions and recommendations. Cleans, maintains, prepares, and supplies work areas. Performs other duties as assigned.

Specific Duties and Responsibilities:

1) Office work duties:

- a. Using Geographic Information Systems to make shape files of projects that AGFC reviews.
- b. Entering project information into a database worksheet.
- c. Conducting archival research and digitization of historical agency projects.
- d. Assisting ECD personnel with evaluating and performing environmental reviews, and obtaining state and federal permits for AGFC projects.

2) Field work duties:

- a. Documenting project conditions using a camera and GPS system,
- b. Assisting staff with preparing review notes in a field journal,
- c. Assisting with any biological surveys that may be conducted at the project site.
- d. The occasional opportunity to work with other AGFC Divisions such as Wildlife Management and Fisheries, on their field work and management projects.

May occasionally be asked to travel overnight or work long days in the field. Must be comfortable working in the outdoors, in adverse weather conditions, and traversing difficult terrain.

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

Internships are no more than 400 hours for 10 weeks amounting to roughly 40 hours per week at a rate of \$12.75 per hour. 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 them to NYKKI.ALLRED@AGFC.AR.GOV, attention with the position name and position number in the subject. All documents must be received by March 31, 2023.

Other Specific Information:

NONE

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