



UNITED STATES
BOTANIC GARDEN

College Education Internship

POSITION: Throughout the year, the Garden hosts several student interns. Applicants will only be considered if they can commit to at least 75 hours and can be matched to a specialized education project (*determined by USBG staff and applicant during the application process). Length of internship is flexible and can be extended to suit the student's interest or course requirements. Internship positions are unpaid.

PURPOSE: To assist the Garden in connecting our visitors to our living plant collection. Students will gain experience in plant and environmental education, with a special emphasis on hands-on learning.

DUTIES AND RESPONSIBILITIES:

- Work with their USBG mentor(s) to complete their educational project (*determined by applicant and USBG staff during the application process)
- Welcome, assist and interact with participating staff, volunteers, interns and Garden visitors
- Help to support educational programs and activities
- Maintain educational supplies

POSITION REQUIREMENTS:

- Work well with the public
- Comfortable in a teaching environment
- Able to work outdoors
- Flexible and able to work in a fast-paced environment
- Possess excellent communication and interpersonal skills

Offers are contingent upon successful background check.

HOW TO APPLY: Please submit unofficial transcripts, electronic resume and a completed application (including short essays) to Lee Coykendall, lcoykend@ao.gov. Applications are accepted on a rolling basis.

Internship Application

APPLICANT NAME: _____

PERMANENT ADDRESS: _____

TELEPHONE NUMBER: (HOME) _____ (CELL) _____

EMAIL ADDRESS: _____

MAJOR AREA OF STUDY: _____

DATE OF GRADUATION: _____

PLEASE PROVIDE THREE PROFESSIONAL REFERENCES:

- NAME: _____

TELEPHONE NUMBER: _____

RELATIONSHIP: _____

KNOWN HOW LONG: _____

- NAME: _____

TELEPHONE NUMBER: _____

RELATIONSHIP: _____

KNOWN HOW LONG: _____

- NAME: _____

TELEPHONE NUMBER: _____

RELATIONSHIP: _____

KNOWN HOW LONG: _____

SHORT ESSAYS

Selected project:

How does this internship and your selected project pertain to your major and career objectives?
(200-500 words)

What do you believe you will bring to this program and what do you wish to gain from the experience?
(200-500 words)