



## College Education Internship (Public Programs)

**POSITION:** Throughout the year, the Garden hosts several student interns. **This internship position is designed to support students seeking to align this opportunity with college credit.** We ask that applicants commit to a full semester, with a minimum requirement of 80 hours. Education interns will be assigned to a project or area of interest based on their skills and desired objectives. **Please note that this internship is unpaid.** A college student looking for opportunities at the garden, but not for college credit, can visit: <https://www.usbg.gov/opportunities-us-botanic-garden-jobs-and-internships>.

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

### DUTIES AND RESPONSIBILITIES:

- Work consistently towards meeting their internship objectives and project goals
- Check-in weekly with their supervisor(s) to provide necessary project updates and discuss ongoing questions, goals and objectives
- Maintain flexibility and help to support educational programs and activities, as needed

### POSITION REQUIREMENTS:

- Interest in providing educational opportunities for a variety of audiences
- Able to work outdoors
- Flexible and able to work in a fast-paced environment
- Possess excellent communication and interpersonal skills

**\*Final onboarding is contingent on a successful background check.**

**HOW TO APPLY:** Please submit unofficial **transcripts**, electronic **resume** and a **completed application** (including short essays) to Alexandra Torres, [alexandra.torres@aoc.gov](mailto:alexandra.torres@aoc.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: \_\_\_\_\_

Please share the requirements for securing college credit through this internship. Are there required documents? Please describe below and attach any necessary forms.

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

Please tell us more about your interests and the skills that you will bring to this internship program. (200-500 words)