

## Office of the Duke Forest Position Announcement

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**Job Title:** Duke Forest Management Intern  
**Term:** 1-2 years beginning in April, May, or June 2018  
**Compensation:** \$14.00/hr

### About the Office of the Duke Forest:

The Duke Forest comprises over 7,000 acres of land in Durham, Orange, and Alamance counties and has been managed for research and teaching purposes since 1931. The mission of the Forest is to facilitate research that addresses fundamental and applied questions concerning forested and aquatic ecosystems and to aid in the instruction of students so that they will be informed citizens and effective stewards of our natural resources. In addition, the Forest provides recreational opportunities for the Duke and local community and offers education and outreach events to the public. More information is available at: [www.dukeforest.duke.edu](http://www.dukeforest.duke.edu).

### General Position Summary:

This position is intended to have a specific project focus while also exposing the intern to a wide variety of management activities and administrative considerations involved in managing a multiple-use land base. The projects for the 2018 intern include but are not limited to:

- Support implementation of the Duke Forest Invasive Species Action Plan (DF-ISAP). This work will entail:
  - Reviewing the current DF-ISAP and Duke Forest Management Plan 2.B.2 Invasive Species; designing and implementing changes as necessary
  - Developing knowledge of the rules and laws governing the safe use, storage, and disposal of pesticides
  - Using the DF-ISAP to create a schedule of invasive species management activities for the internship period
  - Safely applying mechanical and chemical methods to manage invasive species
  - Working with DF Staff, Duke University students, and volunteers to manage invasive species
  - Updating and maintaining all records pertinent to the DF-ISAP
- Support update to forest wide cover type data. This work will entail:
  - Extensive GIS analysis and map preparation
  - Field verification and data collection

Other duties will include:

- Assisting in forest management activities such as timber sales, prescribed burning, invasive species control, and boundary line maintenance.
- Assisting in operations such as road maintenance, vehicle maintenance, building repair, and research project set-up and tear down.
- Assisting with ongoing projects or annual events such as monitoring Natural Heritage and High Conservation Value areas, the 5K fundraising run, and the deer management program.



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- Assisting with communications, outreach, and engagement including but not limited to completing work on the Shepherd Nature Trail Restoration, supporting work on the Duke Forest Facebook page, offering tours and volunteer events.

Overall, the Duke Forest intern will gain a greater understanding of forest management and the experience to perform some of the related tasks with minimal supervision. The intern will also learn about field equipment (machine and hand) uses, limitations, and repairs. The intern will also receive support to take the classes and pass the exam necessary to receive a Pesticide Applicator License. Finally, the intern will appreciate the variety of skills and decisions required to holistically manage a forest for multiple uses including interacting with public stakeholders.

### **Qualifications:**

- Associates degree (or higher) in forest management or natural resources related major
- Some experience identifying native and non-native species and applying mechanical and chemical control methods (preferred)
- Willingness to learn about and apply proper pesticide application techniques
- Prior knowledge of the rules and laws governing the safe use, storage, and disposal of pesticides (preferred)
- Ability to use a GPS and navigate confidently in the field
- Working knowledge of Microsoft Office (required) and ArcView (strongly preferred)
- Strong written and oral communication skills

The successful applicant will be a self-starter and safety conscious, demonstrate a willingness to learn and good organization skills, and be physically fit enough to endure 8-hour days in the field. This is primarily a field based position so applicants must be comfortable working alone or in groups, in diverse forest types, and in various weather conditions. Some weekend work may be required.

### **To apply:**

Please submit a resume and cover letter to: [sara.childs@duke.edu](mailto:sara.childs@duke.edu) with the subject line: 2018 Duke Forest Management Intern. Applications will be accepted and process on a rolling basis. Selected applicants will be contacted for phone and/or in-person interviews.