

Office of the Duke Forest Position Announcement

Job Title: Duke Forest Management Intern
Term: 1-2 years beginning in May or June 2021
Compensation: \$15.00/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 Duke Forest is to facilitate research that addresses fundamental and applied questions across a variety of disciplines and to aid in the instruction of all students in their pursuit of knowledge, especially regarding the stewardship of our natural resources. In addition, the Forest offers education and outreach events to the public and provides limited recreational opportunities for the Duke and local communities. More information is available at: 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 2021 intern include but are not limited to:

- Supporting forest management activities. This work entails:
 - Resampling our continuous forest inventory plots
 - Assisting in timber sale preparation
 - Maintaining boundary lines
 - Assisting with prescribed burns

- Supporting implementation of the Duke Forest Invasive Species Action Plan (DF-ISAP). This work entails:
 - 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

- Supporting recreation management. This work entails:
 - Monitoring and tracking authorized and unauthorized recreational use on-the-ground and through digital platforms.
 - Implementing the Good Leashes, Good Neighbors campaign.
 - Performing trail maintenance and hazard reduction work.
 - Leading volunteer groups for trail maintenance activities.



Other duties include:

- 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.
- Assisting with communications, outreach, and engagement including but not limited leading volunteer events.

Overall, the Duke Forest intern will gain a greater understanding of forest management and the experience to manage small projects and 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
- Proficiency in Microsoft Office applications and ESRI platforms including ArcGIS, ArcGIS Pro, and ArcGIS Online
- Ability to use a GPS-based device and navigate confidently in the field
- Strong written and oral communication skills
- Willingness to learn about and apply proper pesticide application techniques
- Experience identifying native and non-native species and applying mechanical and chemical control methods (strongly preferred)

The successful applicant is a safety conscious self-starter and team player; demonstrates a willingness to learn and good organizational skills; and is 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 with the subject line: 2021 Duke Forest Management Intern. Applications will be accepted and processed on a rolling basis. Selected applicants will be contacted for phone and/or in-person interviews.