**Biological Resources Intern**

**Wisconsin Tribal Conservation Advisory Council (WTCAC) Student Internship**

**Location: Rhinelander, WI**

**Two (2) Positions**

**A. INTRODUCTION**

The Wisconsin Tribal Conservation Advisory Council (WTCAC) is offering this Internship opportunity for Native American students pursuing degrees in the Natural Resources sciences. This position is located in the Rhinelander Forest Service Northern Research Station, Institute for Applied Ecosystem Studies. The incumbent serves as a biological intern providing technical assistance to professional and technical research personnel by accomplishing biological support work. The duties are designed to provide experience and training in the application of a wide range of ecological and biological principles and theories, and in getting valuable field and laboratory experience.

**B. MAJOR DUTIES & REQUIREMENTS**

* Assists in routine laboratory and/or field experiments that required the use of accepted, standardized laboratory, greenhouse, or field practices.
* Assists in acquiring field data by measuring and recording pertinent biological information peculiar to the specific assignment such as vegetation surveys, plant growth in nursery and greenhouse settings, and basic forestry measurements.
* Assists higher grade employees in setting up and operating standard equipment used in performing laboratory tests and making scientific measurements and observations of sample materials gathered from experimental field plots. Performs routine laboratory tests and operations such as prepare and weigh wood, soil, and plant tissue samples for laboratory analyses, examine tree cores for dendrochronology work.
* Support scientists by collecting and recording study data in the field, entering data into a computer program, ordering and tabulating data as directed, and prepare data for reports. Prepare data for entrance into spatial models (e.g., ArcGIS).
* Operates a variety of scientific instruments, data collection tools, and office machines. This may include microscopes, data recorders, GPS units, measurements instruments, cameras, scanners, computers, and laminators.
* Supports and participates in the Civil Rights (CR) program activities. Demonstrates an awareness of CR policies and responsibilities and performs all duties in a manner which consistently demonstrates fairness, cooperation and respect to co-workers, office visitors and all others in the performance of official business.

**C.** **EVALUATION FACTORS**

**Knowledge Required by the Position**

The biological intern has practical knowledge of at least one broad area of biological work and ability to perform a variety of tasks in that area of work such as knowledge in biology, forestry, natural resources, wildlife, ecology, or related science field. The duties require the ability to perform independently, while learning when and how to resolve exceptions and special problems or to make adaptations in the sequencing of the interrelated tasks associated with those aid level duties.

**Supervisory Controls**

This is considered a training position. Assignments and activities are indicated by the supervisor, and are performed by the incumbent on a continuing basis. Clear procedural instructions are available and new assignments are accompanied by suggested work procedures. Problems and technical matters not covered by the instructions are referred to the supervisor or higher-grade specialist. The work is reviewed for technical adequacy and conformance with agency procedures.

The biological intern is provided with detailed guidelines directly applicable to all phases of the conservation tasks assigned including field work. The incumbent performs conservation duties as assigned deviating only when authorized to do so by a higher-grade technician or supervisor.

**Physical Demands**

The assigned work requires regular and recurring prolonged walking over fields and forested terrain, and bending, lifting, and stretching when working in nursery and greenhouse setting.