**Risk Management Specialist Aid**

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

**Location: St Paul, MN**

1. **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 USDA, Risk Management Agency (RMA) Regional Office in St Paul, Minnesota and the St. Croix Chippewa Indians of Wisconsin Tribal Environmental Department in Hertel, WI. The incumbent serves as a risk management specialist aid, assisting in the review of soil classifications, insurance experience, yields and other pertinent information to process insurance underwriting requests. This directly meets the agency mission of providing market based risk management tools to America’s agriculture. To meet agency goals of program integrity, Geographic Information Systems (GIS) will be used to complete analysis of agricultural high risk areas and rates. The incumbent will also assist St. Croix Tribal environmental/natural resources staff in the walleye culture program, wild rice monitoring, and water quality monitoring projects. The incumbent may be asked to work in all RMA program areas.

1. **MAJOR DUTIES AND REQUIREMENTS**

**RMA (50% of time)**

* Assist with the review of high risk agricultural land using GIS base layers such as, county highways and roads, rivers and streams, municipal boundaries, soils, and elevation data.
* Assist with data mining analysis and actuarial rating.
* Assist with the review soil classifications and producer experience to make individual underwriting determinations on insurance policies.
* Assist the Risk Management Agency with maintaining effective working relationships with producers, coworkers, other agencies, and the public.
* Maintain required daily reports and records on work accomplishments.
* Support and participate in the Civil Rights (CR) program activities. Demonstrate an awareness of CR policies and responsibilities and perform 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.
* May serve as an incidental motor vehicle operator on public and private roads during daylight and after dark as needed to perform the duties of the position. A valid driver’s license is required.

**St. Croix Tribal Environmental/Natural Resources Department (50% of time)**

* Assist in walleye fingerling harvest, transport, and stocking
* Complete wild rice surveys on area waterbodies with assistance from departmental staff. Surveys include using GPS equipment to record spatial distribution and conducting stem density accounts
* Conduct water quality measurements on area lakes with assistance from departmental staff using a variety of water quality testing equipment
* Assist utility department staff in maintenance and inspection of municipal water/sewer systems

1. **EVALUATION FACTORS**

**Knowledge Required by Position**

The WTCAC intern has knowledge of agriculture. Has sufficient knowledge to work with agency /departmental staff in applying a limited range of standard soil types and production practices.

**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 risk management intern is provided with detailed guidelines directly applicable to all phases of the tasks assigned. The incumbent performs duties as assigned deviating only when authorized to do so by a higher-grade specialist or supervisor.