

## 2019 NHDES INTERNSHIP GUIDELINES

Internship opportunities are available for students in the sciences, engineering, computer science, business, education, journalism, media and public relations with the New Hampshire Department of Environmental Services. Depending upon qualifications and job placement, the salary will range from \$11.83 - \$16.73 hourly. Interns may complete assignments in any of the following areas:

- A diverse range of environmental or engineering field assignments which may include sampling, data collection, surveying, assessments, work in or around water, or field inspections at regulated facilities.
- Interacting with the general public and the regulated community, providing information on health, safety, compliance and environmental issues.
- Working with volunteer and community groups, providing training and support of environmental monitoring initiatives.
- Assessing the impact of invasive species and mitigation measures.
- Assisting with publications, public relations, outreach, and education efforts.
- Completing a broad range of accounting assignments.
- Assisting with permits, applications, and rule making.
- Assisting with surveying, scanning of engineering plans, and dam maintenance.
- Providing administrative assistance and with the creation of legal documents.
- Entering and interpreting data, compiling reports, analysis and maps, including work with GIS and GPS.

**Commitment:** Duration depends upon job assignments, varying between 12 to 26 weeks. The majority of opportunities will be from mid-May through August 2019.

**Location:** NHDES, 29 Hazen Drive, Concord, NH or  
Portsmouth Regional Office, 222 International Drive, Suite 175, Portsmouth, NH  
Franklin Wastewater Treatment Facility, 528 River St, Franklin, NH

**Work Week:** 35 hours per week, Monday-Friday, unless otherwise noted.

### APPLICATION REQUIREMENTS

Students with a high school diploma, GED or equivalent and who have completed at least one year of undergraduate studies or who have one year of relevant work experience are eligible to apply. Students who have completed at least two years of undergraduate studies and have a cumulative GPA of 2.5 or greater preferred.

<b><i>A complete application will include all of the following:</i></b>	<b><i>Submit to:</i></b>
State of NH Employment Application	NH Department of Environmental Services
Internship Contact Information Form	Human Resources
Cover letter	PO Box 95
Resume	Concord, NH 03302-0095
Official college transcript or proof of transcript request	Attn: Alysa Dow

Required forms can be located at : <https://www.des.nh.gov/organization/commissioner/hru/employ.htm>

**Application deadline: Friday, March 15, 2019.** Please note: you only need to submit ***one*** complete application package to be considered for all available positions that you qualify for. Applications must either be postmarked by March 15, 2019 or received electronically or hand delivered by 4:00 PM on March 15, 2019. **Late applications will not be considered.**

**Contact:** Alysa Dow | [HR@des.nh.gov](mailto:HR@des.nh.gov) | Phone (603) 271-8875 | Fax: (603) 271-0900 | Mail: Alysa Dow, Human Resources Unit, NHDES, PO Box 95, 29 Hazen Drive, Concord, NH 03302-0095