

2024 NHDES INTERNSHIP GUIDELINES

Internship opportunities with the New Hampshire Department of Environmental Services are available for students in the sciences, engineering, computer science, business, education, journalism, media, public relations and all others. Depending upon qualifications and job placement, the salary will begin at \$15.62 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 rulemaking.
- 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 24 weeks. The majority of opportunities will be from mid-May through August.

Location: NHDES, 29 Hazen Drive, Concord, NH or
Portsmouth Regional Office, 222 International Drive, Suite 175, Portsmouth, NH

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

APPLICATION REQUIREMENTS

Applicants are required to be enrolled in a Bachelor's degree program or hold a Bachelor's degree from a college or university with a major study in environmental science or a related field

A complete application package will include all of the following:

- State of NH Employment Application.
- Internship Contact Information Form.
- Cover letter.
- Resume.
- Official college transcript or proof of transcript request.

Submit to:

NH Department of Environmental Services
Human Resources
PO Box 95
29 Hazen Drive
Concord, NH 03302-0095

Required forms can be located on the [NHDES Jobs webpage](#).

Application deadline: Friday, March 29, 2024. 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 29, 2024, or received electronically on March 29, 2024. Hand deliveries must be dropped off to the Concord office by 4 p.m., March 29, 2024. **Late applications will not be considered.**

Contact: HR@des.nh.gov | Phone [\(603\) 271-8875](tel:6032718875) | Fax: (603) 271-0900 | Mail: Human Resources Unit, NHDES, PO Box 95, 29 Hazen Drive, Concord, NH 03302-0095