

2020 DNR Summer Diversity Internship Positions

When applying for these positions please indicate the Career Cluster as indicated after the title and location of the position. If you wish to be referred for consideration to one of these positions, you can also refer to the position title in your response to question 2 of the assessment.

Apply online at [Wisc.Jobs](https://www.wiscjobs.com) by Monday, March 2, 2020.

Water Quality Field Biologist-Madison: Career Cluster Science, Tech, Engineering, Math - Science & Math
Biologist field assistants will conduct botanical surveys of wetlands and lakes and water sampling in lakes and groundwater wells, as part of ongoing special projects to protect and restore Wisconsin waters. Interns will be working as a team with other water quality staff in the field 2-4 days per week. Occasional overnight travel. Office work will primarily consist of entering field data and historical data into the Department's water quality database, as well as preparing maps, sampling equipment, and data forms for each field visit and organizing water quality samples and plant vouchers for analysis.

Field work (groundwater and lake sampling, wetland surveys) – 60%

Preparing and maintaining field equipment, forms, vouchers, etc – 20%

Data entry and archiving – 20%

Skills/Knowledge: Taxonomic ID skills, some familiarity with native Wisconsin flora, especially in wetlands and lakes preferred; experience collecting water samples from surface and groundwater; ability to work outdoors in sometimes difficult conditions and terrains; experience working with data in Microsoft Excel and/or other database systems; attention to detail.

Water Quality Database Specialist-Madison: Career Cluster Science, Tech, Engineering, Math - Science & Math
The position is integrated into the Wisconsin Department of Natural Resources' Bureau of Water Quality and will assist the water quality database team with SWIMS, which is the Surface Water Integrated Monitoring System that holds state water monitoring data, as well as associated GIS based applications, such as the Surface Water Data Viewer. This person would perform data entry, queries and analysis, assist with data quality assurance and quality control checks, assist with GIS applications, and locate, scan, and upload historical records from laboratory and research partners. Assistance with data collection and some field work may be arranged if desired by the applicant.

Skills/Knowledge: Ability to think through and analyze a process to determine steps necessary to achieve an outcome. The position requires experience with spatial mapping software, database management, high attention to detail and excellent communication and writing skills. It would be helpful for the intern to be versed in limnology and/or aquatic ecology terminology and have an interest in water quality issues. Experience using GIS is a plus.

Stormwater Specialist-Green Bay or Oshkosh: Career Cluster Science, Tech, Engineering, Math
Gain familiarity with the runoff management program, specifically stormwater, by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.
Work collaboratively with department Stormwater Specialists to conduct compliance activities for permitted stormwater facilities and sites in northeast Wisconsin. Conduct onsite walkover inspections and draft inspection reports per program policy. Conduct other activities related to stormwater and runoff management as directed by supervisor and stormwater specialists.

Skills/Knowledge: Currently enrolled in civil/environmental engineering, environmental science, or natural resources accredited degree program. Interests in natural resources management, regulatory programs and procedures. Has good customer skills, writing skills, is an independent thinker and can work independently. Is familiar with MicroSoft Office Suite, and with navigating Internet and independent applications. Is well organized, pays attention to details.

Waste Management Specialist-Madison: Career Cluster Science, Tech, Engineering, Math - Science

Mix of projects related to waste, materials management, and medical waste, including:

- Updates to and management of list of statewide facilities required to report medical waste generation
- Review external and internal guidance documents that reference open burning to update for content and terminology
- Review solid waste and recycling guidance documents for outdated information and elimination or consolidation of documents
- Develop tracking system for solid waste processing facilities annual report submittals and data collected
- Closed Landfill File Research/Data Generation for Hydrogeologists, creating desk reference folders of critical documents
- Assisting staff on field visits and inspections

Skills/Knowledge: Interest in waste management, environmental science, or related field

Ability and interest in conducting research and analyzing data

Knowledge of data management systems and initiating improvements

Skills in proofreading and editing, including experience with related software

Ability to creatively solve problems

Ability to prioritize workload and manage records

Public Water Supply Specialist-Fitchburg or Dodgeville: Career Cluster Science, Tech, Engineering, Math

This position is responsible for conducting annual inspections of small public drinking water systems. This position works as part of a team of experienced environmental professionals dedicated to ensuring safe drinking water for protection of public health in Wisconsin. Interns in this position will gain valuable experience while doing meaningful work in a positive work environment.

Skills/Knowledge: Education and work experience in public health or natural science/environmental based field.

Upon appointment should have classes or work experience in some of the following: public health sanitation, hydrogeology, environmental sampling, chemistry, groundwater chemistry, geology, microbiology. Ability to accurately enter data into databases and electronic spreadsheets (e.g., Microsoft Excel), and experience with data analysis, word processing, and field sampling. Strong communication skills. Training and support will be provided to ensure your success in this role.

Public Water Supply Spec-Green Bay, Oshkosh, or Wautoma: Career Cluster Science, Tech, Engineering, Math

This position is responsible for conducting annual inspections of small public drinking water systems. This position works as part of a team of experienced environmental professionals dedicated to ensuring safe drinking water for protection of public health in Wisconsin. Interns in this position will gain valuable experience while doing meaningful work in a positive work environment.

Skills/Knowledge: Education and work experience in public health or natural science/environmental based field.

Upon appointment should have classes or work experience in some of the following: public health sanitation,

hydrogeology, environmental sampling, chemistry, groundwater chemistry, geology, microbiology. Ability to accurately enter data into databases and electronic spreadsheets (e.g., Microsoft Excel), and experience with data analysis, word processing, and field sampling. Strong communication skills. Training and support will be provided to ensure your success in this role.

Air Permit Engineering Assistant-Madison: Career Cluster Science, Tech, Engineering, Math-Engineering
This position will review, analyze, and quality assure data entered into both DNR's air permit data management system as well as data entered into USEPA data systems. This work includes reviewing air pollution control permits for applicability of certain requirements then updating databases with information pertinent to the determinations.

Specifically, this position will work with Air Permit Engineers to review NSPS and NESHAP standards in permit documents, enter appropriate data into the permit tracking system, quality assure previously entered data, and work with Federal Standards team to make recommendations for improvements to the data collected and updates to the tracking pages. Other work will include learning how to update EPA's RBLC Clearinghouse and reviewing Air Permits to enter appropriate data into the Clearinghouse. Ideally, this position will have an opportunity to visit regulated sources and gain experience in how various industries are regulated by Clean Air Act requirements.

Skills/Knowledge: Basic understanding of engineering principals and industrial processes
Basic understanding of database management and manipulation
Interest in environmental regulations and regulatory processes
Interest in learning about the Clean Air Act and how it functions
Ability to work cooperatively in a team towards the accomplishment of a goal

Executive Assistant Intern-Madison: Government & Public Administration Public Mgmt and Admin
Provide administrative support and assist with projects for DNR administration/leadership. Perform reception duties, set up meetings, and assist with a variety of administrative tasks as requested by the leaders and top-level management of the DNR.

Skills and Knowledge: Excellent customer service skills, proficient in Microsoft Office skills (Outlook, Word, Excel, PowerPoint, Access) attention to detail and accuracy, ability to communicate professionally in person, by phone, and via e-mail. Must strive to provide service excellence and possess a willingness to adapt to a variety of tasks and responsibilities.

Waste Management Specialist-Green Bay: Career Cluster Science, Tech, Engineering, Math
40% Assist in reorganization, clean up and maintenance of the file management system for the Northeast Region Waste and Materials Management program. Learn Waste and Materials Management program policies and standards for facility file maintenance and categorization. Inventory files to determine storage location and filing needs. Create new facility file folders as needed and add facility information into program file inventory databases.
40% Research closed landfill files to obtain relevant hydrogeologic information and update DNR databases. Assist hydrogeologists with the evaluation and interpretation of groundwater data and monitoring requirements for closed landfills.
10% Evaluate DNR lists of small quantity generators (SQGs) and very small quantity generators (VSQGs) of hazardous waste in the Northeast Region, using DNR and EPA databases, to develop priority candidates for compliance evaluation inspections.

5% Provide other support services to Northeast Region Waste and Materials Management program staff.

5% Gain familiarity with other programs within the DNR by participating in field work assignments, as appropriate.

Skills and Knowledge: Currently enrolled physical sciences, natural resources and conservation, engineering related fields or accredited degree program. Interest in natural resources management, environmental compliance, procedures and program administration. Strong communication and analytical skills. Detail orientated, well-organized and self-motivated. Able to work independently, yet function in a team environment. Willing to learn and adapt to DNR data systems. Proficient in the use of Microsoft Office suite (Word, Excel, Outlook, PowerPoint and OneNote).

Environmental Program Associate-Madison: Career Cluster Science, Tech, Engineering, Math

The Bureau of Drinking Water and Groundwater's Water Use Section is responsible for implementing water use permitting under the Great Lakes Compact. In December 2021, approximately 600 individual water use permits will expire. The Department is responsible for sending out notice to these permit owners one year in advance.

The Water Use Section is seeking a student intern. Specific duties include filing the original paper individual use permits, ensuring contact information for all permits is accurate in the database, checking parcel data, and helping move toward electronic storage of files for water use permits. Other duties may include:

- Organizing paper files for scanning
- Scanning documents
- Entering data and documents into program databases
- Quality assuring mapped data
- Editing and writing technical documentation

This is a short-term project that is feasible for a summer intern. The summer intern would work with Water Use IT staff and water supply specialist to learn about Water Use Section priorities and gain experience implementing the Great Lakes Compact.

Skills and Knowledge: General knowledge of surface and groundwater withdrawals in Wisconsin. Previous experience using web-based systems (or other databases), Microsoft Word, Excel, PowerPoint, and Geographical Information Systems, is highly desired. An ability to communicate effectively with coworkers and the public is needed. Good organizational skills, attention to detail and accuracy required in recording data.

Financial Specialist-Madison: Career Cluster Business Management & Administration

Scan contracts and documents to create electronic files.

Enter department assets into the PeopleSoft database.

Assist with various administrative tasks, including photocopying, reception duties, filing, etc.

Skills and Knowledge: Customer service oriented with good oral communication skills and attention to detail. Ability to multi-task, interpret rules, and perform accurate data entry.

Office Operations Associate-Fisheries Data -Madison: Career Cluster Science, Tech, Engineering, Math – Science

This position provides support in the analysis of published fishery reports, development of reporting policy, and construction of new, statewide datasets related to fishing regulations.

60% Inventory and Analyze published fishery reports, and Make Recommendations for Reporting Policy

- Assist Fisheries Biologist with an inventory of all reports published by WDNR Fisheries Management
- Summarize and analyze data

- Make recommendations for reporting policy to increase clarity, consistency, and efficiency of reports
- Intern will gain familiarity with fisheries monitoring, science, and management, and will apply or learn skills in Excel and R for data management

30% Assist with historical data entry into Warmwater River Fishing Regulations Database

- Assist Fisheries Database Coordinator with entry of historical fishing regulations into a new geospatial regulations database
- Consult historical documents to ensure data accuracy
- Intern will gain familiarity with GIS and management of geospatial data

10% Miscellaneous duties and tasks as assigned and as desired by the Intern for skill-building

- Assist with field surveys
- Attend team & project meetings
- Learn R for data analysis

Skills and Knowledge: Good reading and analytical skills, attention to detail, good organizational skills, basic GIS skills, knowledge of relational databases, basic skills in Microsoft Office products (Word, Excel), general knowledge of fishing regulations.

Office Operations Associate-Trout Program-Madison: Career Cluster Science, Tech, Engineering, Math – Science

This position provides support for administrative, data, and outreach duties related to Wisconsin Trout management.

50% Trout Administration

- Assist Trout Coordinator with ongoing efforts to digitize data on habitat projects and trout stream classifications
- Work with Trout Coordinator and Marketing/Communications Specialist on the Trout Habitat Expenditure Report

40% Brook Trout Reserves Public Involvement

- Assist Lands and Habitat Specialist and the Communications Specialist with planning and executing public meetings related to the Brook Trout Reserves Implementation Plan
- Organize public involvement planning and outreach efforts
- Assist with drafting of press releases, website mock-ups, meeting arrangements, and meeting minutes

10% Miscellaneous duties and tasks as assigned and as desired by the Intern for skill-building

- Assist with field surveys
- Attend team & project meetings
- Learn R for data analysis

Knowledge and Skills Required:

- Good communication skills
- Comfort with interacting with the public
- Attention to detail and organizational skills
- Ability to use Microsoft Office (Word, Excel)

Environmental Program Associate-Madison: Career Cluster Science, Tech, Engineering, Math – Science

This position will help preserve and protect the natural resources of Wisconsin by assisting with implementation of Clean Water Act initiatives. Assist in conveying coverage under a revised non-contact cooling water general permit with respect to more stringent nutrient (phosphorus) limits. There will be additional work in helping development and coordinate non-point pollution reduction efforts through supporting staff involved in collaborative partnership building with county conservationists and farmer-led groups.

This work would be performed primarily in an office using Microsoft Office software, however we do anticipate opportunities for the intern to assist with field work if they wish. The ideal candidate will have Excel experience.

There is also the opportunity to contribute innovative and creative ideas to the team working to implement new policies.

Knowledge and Skills:

- Good computer skills, attention to detail and a stickler for accuracy. Proficient with Microsoft Word, PowerPoint, and Excel. Knowledge of database systems and the ability to quickly learn our specific data bases such as SWAMP.
- A person with a customer service oriented person with the ability to communicate effectively with supervisor, co-workers, members of sector teams and the general public in writing, in person, via e-mail and on the phone. Ability to work well and communicate effectively with many different people with different goals and priorities and strong opinions. Must remain calm and professional in situations that can be stressful.

Climate Change Program Analyst-Madison: Career Cluster Ag, Food, and Natural Resources-Natural Resource Systems

The DNR mission calls for the agency to ensure the right of all people to use and enjoy Wisconsin's natural resources. Significant environmental issues related to climate change disproportionately affect people of color and low-income communities. The Climate Change Program Analyst will help identify strategies and policy options that agencies can consider as they adapt to climate impacts, mitigate greenhouse gas emissions, and pursue health equity in government policies.

- 10% Develop study design: Identify/scope policy analysis questions. Consult with staff and external partners. Determine appropriate study design, using most effective approaches/methodologies.
- 35% Conduct literature reviews: Identify environmental justice policy options (regulations, incentives, research, etc.) that respond to climate impacts, conduct database and Internet searches of professional literature to identify examples of successful policies.
- 35% Conduct structured interviews: Identify potential contacts in state/local governments, formulate questioning strategy/develop interview script, conduct in-person/telephone interviews to explore approaches employed.
- 15% Report on findings: Organize information into report formats that clearly present findings in a manner understandable to staff, managers and stakeholders who may not have an environmental justice background, develop coherent presentation outlines/graphics, present to staff, management and partners.
- 5% Other duties as assigned.

Knowledge and Skills:

Basic knowledge of policy analysis techniques, including conduct of literature reviews and interviews. Solid organizational skills and ability to prioritize tasks, set milestones, sequence activities, establish realistic time frames, and deliver products/services in a timely manner, with limited supervision. Solid communication and presentation skills. Positive attitude. Ability to coordinate with other team members and be flexible to accommodate schedules as needed.