


## INTERNSHIP OPPORTUNITY WITH Lake Stewards of Maine (LSM) SUMMER 2019

<b>POSITION:</b>	Intern
<b>LOCATION:</b>	Auburn, Maine, USA
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	<p>LSM helps protect Maine lakes through widespread citizen participation in the gathering and dissemination of credible scientific information pertaining to lake health. LSM trains, certifies and provides technical support to hundreds of volunteers who monitor a wide range of indicators of water quality, assess watershed health and function, and screen lakes for invasive aquatic plants and animals. In addition to being the primary source of lake data in the State of Maine, LSM volunteers benefit their local lakes by playing key stewardship and leadership roles in their communities.</p> <p>For more information visit: <a href="http://www.LakeStewardsOfMaine.org">www.LakeStewardsOfMaine.org</a></p> 
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>- Assist the permanent staff with routine administrative tasks, such as data entry</li> <li>- Assist with the preparation of informational materials for volunteers and public workshops</li> <li>- MVLMP Environmental Center Activities <ul style="list-style-type: none"> <li>o Assist visitors and prepare outreach materials</li> <li>o Support VLMP staff with office tasks</li> <li>o Organize and catalog research materials</li> </ul> </li> <li>- Volunteer Workshops <ul style="list-style-type: none"> <li>o Prepare workshop materials and assist with planning and operation</li> <li>o Assist in conducting volunteer training workshops</li> <li>o Collect, process and catalog live plant specimens</li> </ul> </li> <li>- MVLMP Annual Lake Monitoring Conference <ul style="list-style-type: none"> <li>o Support VLMP staff with event preparations</li> <li>o Assist with event set-up and tear-down</li> <li>o Help facilitate volunteer recognition ceremony</li> </ul> </li> </ul> <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
<b>HOST ORGANIZATION'S REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>- Suitable interns should have academic and/or practical backgrounds in the area of socioeconomic development and an interest in natural resources management.</li> <li>- Candidates should also possess the ability to work independently on multiple tasks.</li> <li>- Careful attention to detail and accuracy is absolutely essential.</li> <li>- Knowledge of PC and Apple computers.</li> <li>- Must be flexible, cooperative, dependable and on-time.</li> </ul>
<b>HOURS:</b>	Full time
<b>DATES:</b>	Starting as early as June 1 <sup>st</sup> for 8-10 weeks.
<b>REMUNERATION:</b>	Faculty of Arts Internship Award totaling \$4000 CAD will be issued to the student.
<b>HOW TO APPLY:</b>	Students must complete the online Arts Internship Application Form available on the AIO website: <a href="https://www.mcgill.ca/arts-internships/internships/postings/application">https://www.mcgill.ca/arts-internships/internships/postings/application</a>
<b>DEADLINE TO APPLY:</b>	<b>March 15, 2019</b>

<b>CITIZENSHIP REQUIREMENTS:</b>	None
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>- McGill Faculty of Arts student (completed 60 credits)</li> <li>- Minimum CGPA of 2.7</li> <li>- Returning to McGill in the fall semester following the internship</li> <li>- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a></li> </ul>
<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
<b>TRAVEL ARRANGEMENTS:</b>	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
<b>ACCOMMODATION:</b>	Finding suitable lodging during the internship is the responsibility of the intern.

<b>WORKSHOPS:</b>	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> <li>- Faculty of Arts Interns Meeting (All internships)</li> <li>- Cross-Cultural Workshop (Internships outside of Canada, the U.S &amp; Europe)</li> <li>- Success in a Professional Environment (Internships in an office setting)</li> <li>- University-Wide Pre-Departure Session (Internships outside of Canada)</li> <li>- Interns Responsibilities and Guidelines (All internships)</li> <li>- International Internship Debriefing Session (Internships outside of Canada, the U.S &amp; Europe)</li> </ul>
<b>HEALTH &amp; SAFETY:</b>	<p>All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. <a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a></p> <p>Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.</p> <p>The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.</p> <p>Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.</p>
<b>ENTRY REQUIREMENTS:</b>	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration*