

2015 NHDES INTERNSHIP FACT SHEET

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 \$11.01-15.59/hr and interns may complete assignments in any of the following areas:

- A diverse range of environmental field work which may include sampling, data collection, surveying, assessments, and inspections in the field, in or around water, and 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.
- Laboratory assignments including technical sampling and analysis using appropriate laboratory equipment, QA/QC, equipment set up and cleaning, and data entry. Locations may include the Jody Connor Limnology Center in Concord NH.

Commitment: Duration depends upon job assignments, varying between 12- to 26-weeks. The majority of opportunities will be from May through August 2015.

Location: NHDES, 29 Hazen Drive, Concord NH.

Work Week: Monday-Friday, 37.50 hr. work week.

Start/End Times: Varying upon position assignment.

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 and have a cumulative GPA of 2.5 or greater preferred.

<i>The following information must be submitted:</i>	<i>Submit to:</i>
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
Copy of official college transcript	Attn: Sharda Rao

Application deadline: March 31, 2015. 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 31, 2015 or received electronically by 4 PM on March 31, 2015. **Incomplete or late applications will not be considered.**

Contact: Sharda Rao | HR@des.nh.gov | Fax: (603) 271-0900 | Mail: NHDES, PO Box 95, Concord, NH 03302-0095

Forms: [State of NH Employment App \(PDF\)](#) | [State of NH Employment App \(Word\)](#) | [Internship Contact Information](#)