



## **Office of Environmental Affairs Internship Application Guidelines**

The Office of Environmental Affairs offers internships for the Fall, Winter and Summer semesters (availability varies).

### **Objectives**

This internship offers college students an opportunity to work on a variety of projects within the Office of Environmental Affairs (OEA). Under direction from Environmental Affairs staff, interns will work on environmentally based projects in specific focus areas. Focus areas for intern projects include: climate and energy; green building; waste reduction; integrated pest management; or urban wildlife.

### **Duties and Responsibilities**

- Conduct research to support OEA staff
- Provide public outreach support
- Design and/or implement environmental programs

### **Requirements**

- Currently enrolled in college (unless approved by OEA staff)
- Undergraduate junior or senior or Graduate student
- Minimum 2.5 GPA
- Must be able to work 10-15 hours per week
- Demonstrated knowledge of environmental issues
- Knowledge with Microsoft Office Suite programs

### **Salary**

Internship is usually non-paid (on occasion an intern stipend may be available)

### **Application Deadlines**

Fall: August 15<sup>th</sup>

Winter: December 15<sup>th</sup>

Summer: May 20<sup>th</sup>

### **Application Instructions**

Submit an Intern Application Form and Resume to Kelle Karp, [karpk@bouldercolorado.gov](mailto:karpk@bouldercolorado.gov) or fax to 303-441-4070 by the correct date corresponding to the internship period you are seeking. After materials are reviewed, you will be contacted if you are selected for an interview.