

2008 Intern Job Descriptions

Supervisor	Job Description	Location	Housing
Abarca, Francisco J.	Intern will work on international wildlife issues, primarily in an office environment assisting the Borderland Projects Manager to: a) write and communicate with various cooperators in English and Spanish from Mexico and the U.S.; b) analyze and summarize technical information on wetlands, waterfowl, and endangered species issues in Mexico and the U.S.; c) scan documents, slides and photographs; d) prepare and/or translate PowerPoint presentations in English or Spanish; e) other duties as needed. Not a field-oriented duty, intern might participate on some aquatic and terrestrial wildlife surveys, close to the U.S.-Mexico border. 12 week assignment.	Phoenix	No
Atwood, Todd	Assisting in the capture and radiocollaring of black bears, erecting and maintaining barbed-wire hair-snags, vegetation sampling, data entry, and other duties assigned. Willing to work both independently and as part of a team, follow direction, remain calm in the presence of bears, and be comfortable operating in back-country settings using both GPS and compass. Both study sites are extremely rugged and it is essential that candidate is able to hike 4-8 miles/day at elevations of 7500-10000 feet. Must possess a valid drivers license and be capable of operating OHV's.	White Mountains, Sonoran/Chihuahuan Sky Islands	Cabin housing may be available at field sites, front and back-country camping.
Cantrell, Christopher	Assist Phoenix based Native Fish Program personnel with management activities statewide as needed. Conduct field surveys, studies, monitoring, and management activities for native fish. Collect, analyze, interpret data on fish habitats, including water quality and update database records accordingly. Relocations of fish to refugia from drought, catastrophic wildlife, and/or other conditions. Stream renovations. Field work preparation and logistics, data collections, data entry, updating database records and reporting weekly accomplishments. Field conditions will involve hiking and camping in remote areas ranging from low elevation desert streams to high elevation mountain streams.	Phoenix	No
Carter, Cody	Conduct surveys for threatened and endangered fish in the Gila River Basin, monitor populations of reintroduced threatened and endangered fish, assist in reintroductions of threatened and endangered fish.	Phoenix	No
Cox, Dan	In 2008 the Nongame Branch Invertebrate staff will be working on several projects throughout the state. Projects consist of a balance of field and office work, including monitoring and inventory of several snail populations, the Sonoran tiger salamander, and the removal of non-native species such as crayfish and bullfrogs. Fieldwork will involve field gear preparation, camping for 2-4 days, hiking, 4-wheel driving, GPS data collection, and the utilization of several different sampling methods. Office work will generally involve creating survey summary reports, briefing items, outreach materials, data entry, filing, and field gear maintenance. Other office or field tasks will be assigned as needed.	Phoenix	No
Diehl, John	Performs all basic hatchery culture and related activities including feeding, cleaning raceways, loading, and distribution of produced fish. There will be involvement with fish eggs and incubation, application of chemicals for health treatments, and routine maintenance of facility grounds.	Payson Tonto Creek Hatchery	Yes
Grandmaison, David	Assisting in data collection on various field studies, including but not limited to desert tortoise surveys, burrowing owl monitoring, identifying wildlife tracks, maintaining remote triggered cameras, radio-telemetry, and conducting road kill surveys. Data entry, equipment maintenance, and other duties assigned.	Phoenix/Tucson	Yes
Haughey, Russell	The Habitat Program Intern will assist the program by doing field evaluations of development projects that may impact wildlife, evaluate habitat and wildlife on properties proposed for acquisition, compile GIS maps, and other duties associated with program activities, and assist the Wildlife of Fisheries programs doing surveys. Intern will drive a 4WD vehicle, enter data in the office, review and write documents, and use geographic information system software to make maps. Experience in use of ARCGIS 901 software would be helpful, but not necessary for an applicant to have.	Mesa	No
Herrera, Marty	All interns will be trained and certified as a Range Safety Officer. Interns will help to provide and ensure a safe environment for customers at the Main Range and the Clay Target Center and assist Rangemasters with facility upkeep and administrative duties. Interns will assist with programs and projects that take place at the rifle, pistol, shotgun and archery ranges. Interns will help to educate the public about firearms safety and different shooting sports at various events within the state of Arizona.	Phoenix	No
Hoover, Triska	Primary duties will include data entry using pre-configured Access Form, arc view image manipulations, reproduction, clipping, etc. May include some mapping. Other duties such as miscellaneous filing and general office organization projects as needed.	Phoenix	No

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Horncastle, Valerie	Assists research biologists in collecting data for several research projects which include but are not limited to forest restoration on turkey and bat responses. Duties include using radio-telemetry, banding bats, squirrel and mexican spotted owl surveys, vegetation surveys and other wildlife surveys. Will be working in a variety of weather conditions at all hours of the day and night. Camping for extended periods of time and be hiking long distances, valid driver's license and use of GPS units. Familiarity with southwest flora and fauna.	Flagstaff	Yes
Huntsman, Ed	Assist on projects and the Department's Sport Fishing Program, assistance to a variety of Education programs, including administrative assistance, data entry, program planning and delivery. Develop new, experimental, and/or innovative Information and Education efforts to reach new audiences with programs and products. Assist in developing reports and graphs via computer entry and MS office Suite software. Some travel and working weekend or at night will be required.	Phoenix	No
Huntsman, Ed	Provide Arizona Boating Safety Classes as directed in various locations within AZ as well as Phoenix metro area and Regional offices to increase public awareness, appreciation and understanding of safe and responsible watercraft recreation. Assist in workshops, in-service training programs or other activities. Provide administrative and data entry assistance as necessary. Assist in developing report with graphs and charts via computer entry and MS Office Suite software. Other duties as appropriate or assigned.	Phoenix	No
Jones, Cristina	Assists Amphibians and Reptiles Program staff, conducting, and coordinating projects related to inventory, monitoring, management, and conservations of amphibians and reptiles (and other nongame wildlife) and their habitats. Interns will be working on projects consisting of a balance of field and office work. Field research duties will include surveying and balance of field and office work. Surveys and monitors amphibian and reptile populations (hiking in adverse conditions and rough terrain, camping), identifying, handling and processing of amphibians and reptiles, preparing for field trips, maintaining and organizing field equipment. Office duties will comprise of data entry, photo organizing, reading and production of maps, and other office tasks as needed. Interns will use standard and 4WD vehicles and will operate and maintain a variety of specialized equipment common to terrestrial, aquatic, and habitat-oriented wildlife work.	Phoenix	No
King, Abigail	Assists Ranid Frogs Projects Coordinator in organizing, conducting and coordinating projects related to inventory, monitoring, management and conservation of ranid frogs (and other nongame wildlife) and their habitats. Interns will be working on projects consisting of a balance of field and office work. Field research duties will include surveying and monitoring amphibian populations (hiking in adverse conditions and rough terrain, camping), identifying, handling and processing of amphibians, preparing for field trips, and maintaining and organizing field equipment. Office duties will comprise of data entry, down loading and organizing photos, map reading and production of maps, and other office tasks as needed. Interns will use standard and 4WD vehicles and will operate and maintain a variety of specialized equipment common to terrestrial, aquatic, and habitat-oriented wildlife work.	Phoenix	No
King, Carrie	Mapping Gunnison's prairie dog towns/colonies, conducting surveys, trapping and processing prairie dogs and monitoring the black-footed ferret population at night by spotlighting and trapping black-footed ferrets. Performs data entry, training volunteers, assisting in ongoing research projects and participation in education and outreach activities. Extensive walking in adverse weather and must be able to remain attentive from sunset to sunrise. Will be able to carry up to 30 pounds backpack. Personnel will rotate between camping in primitive areas with shared housing in town.	Seligman, AZ	Yes
Lopez, Michael	Assist in implementation of Apache trout recovery activities, including population monitoring with backpack electroshockers, conducting stream renovations with piscicides to remove non-native fish from recovery streams, maintenance of fish barriers, and other associated recovery work. Would also assist with angler creel surveys, various fish population surveys, and limnological monitoring of regional lakes. Field work would involve considerable hiking in remote high elevation streams, camping for a week at a time and carrying heavy packs. Interns should be comfortable working in remote forested areas, usually within a survey or work crew, but occasionally alone.	Pinetop Region I Office, White Mountains	Yes
Miller, Richard	Will monitor the effects of vegetation treatments for pronghorn, do photo monitoring on fenced lakes, modify fences, monitor prairie dogs, and carry out habitat treatments.	Flagstaff	No

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Mitchell, Don	Responsible for assisting fish program staff with various field related tasks that will include sampling both native and sport fish populations with seine nets, gill nets, trammel nets, dip nets, both boat mounted and backpack mounted electrofishing gear. Data entry and maintenance of equipment. Position will require field work in hot weather conditions that will include hiking in rugged terrain and extended periods of camping in remote locations.	Tucson	No
Okamoto, Gene	The incumbent will have the opportunity to perform all fish culture related activities including feeding, cleaning, loading, and distribution of produced fish. There will be involvement with fish eggs and incubation, application of chemicals for health treatments, and routine maintenance of facility grounds. Historically the opportunity exists to participate with special projects at other facilities, and with field management projects.	Cornville Hatchery Page Springs	Yes
Piest, Lin	This is a part-time internship that will assist the regional nogame biologist with various tasks that arise on an irregular basis. This position will extend through the school year until May, 2009. Work opportunities may arise with short notice and there will also be lengthy periods when no work will be scheduled. Therefore, the ideal candidate will already reside year-round in the Yuma area. Duties will include assisting with bat surveys, including mist-netting, deploying acoustic detectors, and mine exit counts. Surveys for flat-tailed horned lizards and fringe-toed lizards, with data entry. Will require operation of a 4-wheel drive truck in remote and extremely hot locations.	Yuma, AZ	No
Rabe, Mike	Build dove traps, capture mourning and white-winged doves, band doves, and collect data on the captures. May also be asked to enter data regarding the captures. Camp at remote locations for up to one week at a time.	Phoenix	No
Reger, Scott	Assist in renovations; aquatic habitat surveys; fish collection; fish marking and monitoring of populations.	Flagstaff	No
Riddering, Erin	Monitor mortality of Bighorn Sheep at two locations in Northwest Arizona. Duties will consist of obtaining signal and/or locations of radio-collared sheep from the ground using hand-held telemetry equipment - sheep will be monitored twice a month using fixed-wing aircraft. Ability to withstand hot temperatures and hike long distance in extremely rough terrain. Other duties may include checking water catchments, setting and checking mountain lion traps, bighorn sheep surveys and other miscellaneous duties assigned. Must be hard working, flexible and have a great attitude.	Kingman	Yes
Robb, Natalie	Conducts creel census (collects data including angler opinions, catch rate and harvest) and enters data collected into the fisheries database; Collects limnological data as needed for stocking suitability; Assists in collection of other fisheries data; outreach efforts (fishing clinics, fishing reports)	Mesa	No
Savage, Bob	Will be performing accounting related projects and functions; exposed to various facets of State Accounting through work on Payroll, Accounts Payable, Fixed Assets, General Accounting, Dealer Administrative Accounting, Hunt/Draw Accounting and Watercraft registration and the revenue related accounting duties that correspond with these.	Phoenix	No
Stingelin, Angela	Assist the research branch with projects related to roadway permeability for wildlife. Direct activities will include trapping and processing a variety of southwestern wildlife, animal care, interpretation of wildlife tracks, road kill evaluations, and processing data from remote trail cameras. Herp surveys, saguaro inventory, data entry and project organization. Remote training, 4X4 operation, computer operation and map and compass skill necessary.	Tucson/Phoenix	Yes
Tharp, Kellie	Lead a Wildlife Summer Camp Program for 3 weeks. Delivering the wildlife based curriculum and will be responsible for ensuring the safety of the camp participants. Duties related to the Summer Camp may be included: curriculum development, creating reports and organizations of materials for use in classroom. Responsible for assisting at Adobe Mountain Wildlife Center. Duties may include cage or pen daily maintenance; light constructions projects; preparing diets; record keeping and filing. Assist department staff at events: set-up, break down, providing information to the public about our programs and answering general questions. Shadow department staff and learn basic animal handling skills and public presentation skills while using live wildlife. Other duties may include warehouse organization, data entry, recording inventory of skulls and hides and other duties as needed.	Phoenix	No