

2011 Intern Job Descriptions

Supervisor	Job Description	Location	Housing
Abarca, Francisco	The Arizona Game and Fish Department has an award winning international program for wildlife research and management. During the summer of 2011 there will be an opportunity for one intern to work on international wildlife issues. The intern will assist the International and Borderland Projects Manager to; a) conduct some aquatic and terrestrial wildlife surveys throughout Arizona or Mexico; b) write and communicate with various cooperators in English and Spanish from Mexico and the United States; c) analyze and summarize technical information on wetlands, migratory birds and endangered species issues in Mexico and the United States; d) assist in the preparation of grant proposals; e) scan documents, slides and photographs; f) prepare and/or translate Power Point Presentations in English or Spanish; g) other duties as needed. This is a 14-week assignment with a possibility of an extension.	Phoenix	No
Bettaso, Rob	Assist with conducting fish health assessments, collecting fish from hatcheries or wild locations, laboratory work, dissecting fish, examining fish tissues using a microscope, recording data, and assisting with hatchery duties as needed including feeding fish, cleaning rearing units, treating fish with therapeutic chemicals, stocking fish, maintaining hatchery facilities and grounds-keeping, conducting fish hatchery tours, and other duties as assigned. Periodic travel and overnight stays may be required.	Silver Creek Hatchery/Pinetop, AZ	Yes
Boyarski, Valerie	Assists in organizing, conducting and coordinating projects that involve monitoring, management, and conservation of garter snakes and their habitats, as well as some opportunities to assist in aspects of Chiricahua leopard frog, Sonoran Tiger Salamander and desert tortoise monitoring, and bullfrog control efforts. This internship will include projects that require a balance of field and office work. Fieldwork duties will include surveying and monitoring gartersnake populations (hiking in extreme temperatures over rough terrain, camping), navigation with GPS, identifying, handling and processing of native and nonnative herpetofauna (with attention to gartersnakes), radio-telemetry, accurate data collection, preparing for field trips, and maintaining and organizing field equipment. Field work may involve long days, weekends, and/or being out of town for up to one week at a time. Office duties will include data entry, photo organization, reading and producing maps, and other 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
Bunch, Aaron	The intern would be primarily responsible for conducting access point creel surveys at Lees Ferry, near Marble Canyon, Arizona. The intern will have a set schedule working up to 10 hours days (includes transportation time). The intern will interview anglers as they exit from their fishing trip at Lees Ferry. They may also be tasked with assisting project biologist during standard adult rainbow trout electrofishing surveys, as well as surveys that target rainbow trout at early life stages. The intern would gain valuable field experience in both the human dimensions aspect of fisheries, as well as fisheries ecology and management techniques.	Flagstaff	No
Butler, Erin	Monitor wildlife use of waters using trail cameras. Monitor water levels and make minor repairs on water catchments in extremely hot desert conditions. Bait, capture and band mourning doves. Enter data using a personal computer in various game and fisheries management databases. Perform maintenance on equipment. Participate in a variety of outreach activities. Perform various other regional duties as assigned.	Kingman	Yes
Chmiel, Matt	Sample fish populations using various nets, traps and electrofishing gear. Perform angler surveys. Collect and process water and biological samples in regional waters. Enter data using a personal computer in various databases. Perform maintenance on equipment. Participate in a variety of outreach activities. Perform various other regional duties as assigned.	Kingman	Yes

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Corcoran, Jeff	<p>Primary job duties include: 1) mapping Gunnison's Prairie dog towns/colonies, conducting surveys, trapping and processing Prairie Dogs and 2) monitoring the Black-footed Ferret population at night by spotlighting and trapping Black-footed Ferrets. Other job duties may include: dusting Prairie Dog burrows with Deltamethrin pesticide; data entry, training volunteers; assisting in ongoing research projects; and participation in education and outreach activities. Opportunities to assist other specialists to diversify field experience exist and may include bat netting, raptor surveys, tortoise surveys, and electro fishing. Must be harding-working, flexible, and have a great attitude. Expect to work and live in close conditions and become part of a dynamic team. Extensive walking during the day in adverse conditions required (e.g. walking 7-10 miles per day in 100 degree weather). Must be able to remain attentive when spotlighting, from sunset to sunrise, and be able to carry up to 30 pounds in a backback. Personnel will rotate between camping in primitive areas with shared housing in town.</p>	Seligman	Yes
Corman, Troy	<p>Assist the AZ coordinated Bird Monitoring Program in organizing, conducting and coordinating projects related to inventory, monitoring, management, and conservation of native birds and their habitats. This internship will include projects that require a balance of field and office work. Field research duties will include surveying and monitoring bird populations (hiking in extreme temperatures over rough terrain, camping), navigation with GPS, identifying common plants, accurate data collection, preparing for field trips, and maintaining and organizing field equipment. Applicant MUST HAVE a strong ability to identify songbirds and aquatic birds (e.g., colonial waterbirds, secretive marshbirds, and waterfowl) of the Southwest by sight and especially, by song/call. Intern will be involved in surveys of breeding birds in riparian and wetland habitats using a variety of sampling methods (area searches, point-counts, recording playbacks, and other methods). This position will allow intern to gain experience with a variety of survey techniques. Rapid habitat assessments will follow bird monitoring efforts. Office duties will comprise of data entry, document organization, reading/production of maps, and other office tasks as needed. Intern will use standard, 4WD, and off-highway vehicles and will operate and maintain a variety of specialized equipment common to wildlife work.</p>	Phoenix	No
Crowder, Clayton	<p>Work on ongoing fish conservation projects consisting of a balance of field and office work. Fieldwork duties may include surveying and monitoring; removal of non-native species; and stocking and transporting of native fishes; hiking, backpacking, and carrying buckets of fish in extreme temperatures over rough terrain; camping in remote locations; navigation with DPS; identifying, handling and processing of native and non-native fishes and other aquatic organisms. Preparing for field trips, cleaning and prepping gear. Fieldwork may involve long days, weekends and/or being out of town for up to 1 week at a time. The use of 4WD vehicles and ATVS and operation and maintenance of a variety of specialized equipment common to fisheries work.</p>	Phoenix	No
Frary, Vincent	<p>Interns will be responsible for assisting with data collection in support of a project monitoring flat-tailed horned lizard occupancy in the Yuma Desert. Duties will include daily searches for flat-tailed horned lizards and their scat, and assessment of habitat conditions. Work schedule will be 8 days on/6 days off. Primitive housing (e.g. travel trailers) will be provided in Yuma. Interns will be expected to work long hours in conditions which will at times may be extreme, with temperatures exceeding 100 degrees Fahrenheit at times. Experience working and camping in remote conditions, operating 4 wheel drive vehicles, using GPS units, and following standardized protocols will be viewed favorably.</p>	Yuma	Yes
Frary, Vincent	<p>Interns will be responsible for assisting with data collections in support of various research projects in Northern Arizona. Duties will include assisting with feeding sign index counts to estimate Abert's squirrel density, trapping and banding tree-roosting bats, trapping and monitoring Merriam's turkeys, and monitoring vehicle traffic counters. Interns may also be asked to assist with mapping of barbed wire fences as part of an evaluation of pronghorn habitat use near Holbrook, Arizona. Interns will be expected to work long physically demanding hours in remote locations. Experience working and camping in remote conditions, operating 4 wheel drive vehicles and ATSS, using GPS units, and following standardized protocols will be viewed favorably.</p>	Flagstaff	No

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Grosch, Tim	Assist with native fish monitoring and management activities around the state. Primary work will focus on implementing and supporting conservation activities for six species of suckers and chubs as well as recovery goals for Little Colorado River spinedace, and Virgin River fishes. Other species include topminnow, pupfish, loach minnow, spikedace, and Gila chub, and other native fishes. Field work will include working outside in extreme heat for up to one week at a time, camping and hiking in extremely rough terrain and remote locations, driving 4-wheel vehicles, and conducting fish surveys using equipment or techniques that may include: seining, dip netting, backpack electroshocking, boat or canoe electroshocking, minnow traps, hoop nets, fyke nets, and snorkeling; duties will include cleaning and maintaining field gear, survey equipment and vehicles. May oversee the efforts and activities of volunteers and other interns. Office work will include data proofing, data entry, writing draft survey reports and results, conducting literature research, preparing presentations and assisting in the development of public outreach materials, as well as organizing and archiving a variety of materials. The opportunity to assist in other Nongame projects may be available during the term of this internship.	Phoenix	No
Hicks, Holly	Both interns will both initially be hired to complete work for Gunnison's Prairie Dogs. Duties would include mapping Gunnison's Prairie Dog colonies to determine occupied acreage, care and feeding of translocated prairie dogs, assisting in Black-footed Ferret spotlighting, small mammal trapping and monitoring, and habitat enhancements. One intern will remain with the Department through the fall to help with Black-tailed Prairie Dog translocations. Duties would include trapping and monitoring prairie dogs, data entry, and habitat enhancements.	Phoenix	No
Huntsman, Ed	Primarily provide Arizona boating safety education courses, classes and information programs as directed in various locations within the state as well as the Phoenix metro area to increase public awareness, appreciation and understanding of safe and responsible watercraft recreation within the State of Arizona. These classes will be presented to various different boaters or varying ages and boating interests. Interns will also assist existing program staff on the water in a boat and shore-side in conducting boating safety, carbon monoxide awareness and agency's "Wear It" life jacket campaign across the state. Additionally, the successful candidate will help develop new, experimental, and/or innovative information and education efforts to reach new audiences with programs and products to diversity revenue bases and to increase awareness, appreciation, and understanding of safe and responsible watercraft recreation. Interns may also assist with an array of educational and interpretive projects for the summer. These may include such tasks as assisting with wildlife rehabilitation, hunter education, off highway vehicle or related education classes; research; customer service inquiries; database development and/or data input, assisting in developing meaningful reports with informative graphs and charts highlighting program area achievements via computer entry and MS Office Suite software. The successful candidates will work to improve and enhance the Department's commitment to meeting customer needs through quality services and will have other duties as appropriate or assigned. The positions are primarily field-oriented, with approximately 70% to 80% of your time spent in the field. It may require extensive travel and working on weekends when necessary.	Phoenix	No
Jones, Cristina	Assist in organizing, conducting, and coordinating projects related to inventory, monitoring, management, and conservation of turtles and tortoises in their habitats, as well as some opportunity to assist in aspects of garter snake monitoring and bullfrog control efforts. This internship will include projects that require a balance of field and office work. Field research duties will include surveying and monitoring turtle populations (hiking in extreme temperatures over rough terrain, camping), navigation with GPS, identifying, handling and processing of native and nonnative herpetofauna (with attention to turtles), radio-telemetry, accurate data collections, preparing for field trips and maintaining and organizing field equipment. Field work may involve long days, weekends, and/or being out of town for up to one week at a time. Office duties will comprise of data entry, document organization, organizing photos, producing and reading maps, and other office tasks as needed. Interns will use standard 4WD, and off highway vehicles and will operate and maintain a variety of specialized equipment common to terrestrial, aquatic and habitat-oriented wildlife work.	Phoenix	No

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King, Abby	Assists Ranid Frogs Projects team 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, downloading 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
Langley, Richard	Primary duties (approximately 75% of time) will be assisting regional game and habitat programs by entering/digitizing data into GIS database; creating GIS maps; scanning documents and photo. Secondary duties (25% of time) will involve various field projects as they come up and time permits which may include, but are not limited, to fence mapping and modification, project site evaluations, forage monitoring, game surveys, telemetry monitoring and tracking, assisting with nuisance wildlife (bear) calls, dove banding, fishery work, and presentations to the public. Ideal candidate should possess basic working knowledge of GIS and data entry. Field work would involve operation of 4-wheel drive vehicles, hiking, overnight stays at Department facilities or possibly camping with other personnel.	Pinetop	Yes
Lopez, Michael	Apache trout interns will assist in various conservation and recovery actions for Apache trout in the White Mountains in east-central Arizona. The interns will work on a crew with state and federal biologists, as well as volunteers and other interns. Most of the work will consist of stream and fish surveys using various gear types (backpack electrofishing, seining, snorkeling), fish barrier improvements and maintenance, and aquatic habitat surveys. The work is conducted on recovery streams in rough remote areas and will involve considerable overnight camping, working in inclement weather, and hiking for 3-10 miles per day in high elevation (above 7000 ft) mountainous terrain while carrying heavy gear up to 30 pounds. This program sometime requires lethal removal of non-native trout from streams identified within the recovery area. The position will be based in Region I (Pinetop, Arizona) and field work will take place on the Apache-Sitgreaves National Forest. Housing is available at the Region I bunkhouse. Internships are from May through August with a potential to work into October.	Pinetop	Yes
Lopez, Michael	The creel intern will conduct angler creel surveys at several high elevation trout lakes in the White Mountains in east-central Arizona and occasionally assist with the Apache trout recovery program. The creel surveys will be conducted on a set schedule that will include different shifts and some weekend days/holidays. The intern will receive training on survey protocols then will usually be working alone on the angler creel surveys and must be able to work independently. The creel surveys will consist of interviewing anglers at the lakes, weighing/measuring harvested fish, and identifying fish species. A kayak may be utilized when interviewing boat and float tube anglers. Work on the Apache trout recovery program will include working on remote recovery streams and will involve considerable overnight camping, working in inclement weather, and hiking for 3-10 miles per day in high elevation mountainous terrain while carrying heavy gear up to 30 pounds. Nearly all Apache trout work will be with a field crew. Department vehicles will be used for both angler creel surveys and Apache trout work. Housing is available at the regional office bunkhouse in Pinetop. The intership is from May through August with a potential to work in October.	Pinetop	Yes
Makinster, Andy	Duties: Sample fish communities with common capture techniques (i.e., electrofishing, seine, various nets); operate department vehicles and equipment in a safe and efficient manner; hike and carry equipment into remote locations for extended periods of time; in possible extreme environments; communicate effectively with coworkers, supervisors and volunteers; familiarity with common Microsoft Office software to enter and analyze data.	Phoenix	No

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McMahon, Tom	The primary responsibility of these interns will be to assist the Department's Aquatic Invasive Species program in conducting watercraft-user outreach contacts concerning quagga mussel infestation in Arizona. The primary waterbodies for these outreach contacts will be Lake Mead (Lake Mead National Recreation Area), Lake Powell (Glen Canyon National Recreation Area), and Lake Pleasant (also including Tonto NF lakes, such as Bartlett and Roosevelt). The intern may spend 5 to 8 hours per day in hot weather conditions at various boat ramps or on a boat contacting various watercraft-users about their knowledge of aquatic invasive species and boat owner's responsibility for watercraft decontamination. Additionally the intern will be responsible for other outreach needs (such as brochure, poster, and sign distribution), data entry, equipment maintenance and other field activities and projects (perhaps fisheries surveys) as they come up. This is a field position and will involve good communication skills and the ability to work in strenuous, hot, summertime activities, especially on weekends. The position will involve carrying a backpack (and other materials), perhaps camping out, and being away from an office for 2-3 days at a time a week. A vehicle may be supplied if possible.	Phoenix	Possibly at Powell and Mead
Mitchell, Don	Assist Program staff in Phoenix in the collection of stream habitat data and fish distribution data in three creeks located in the Pinaleno Mountains near Safford, Arizona. Interns will be required to spend an extensive amount of time in the field and will need to be able to hike in steep rugged terrain carrying heavy equipment for long periods of time, ability to camp out with few facilities and work in inclement weather.	Tucson	No
Morales, Gloria	General clerical duties, answering and forwarding phones, filing, copying, database applications, regular usage of Microsoft Office, distribution of mailings, desktop publishing, all other duties as assigned.	Phoenix	No
Pebworth, Ty	Performs fish culture activities at both PSH and BPH - feed, clean, rearing units, prepare them for fish, remove dead fish, clean screens, and maintain records. Treat with therapeutic chemicals as needed. Perform and record water quality testing. Assist with stocking fish. Maintain hatchery grounds and buildings. Other duties assigned.	Cornville	Yes
Piest, Linden	The primary duty will be to assist with surveys for flat-tailed horned lizards, and with data entry. Other duties may include assisting with bat surveys, including mist-netting, deploying acoustic detectors, and mine exit counts, and assisting with operations of the Sonoran pronghorn captive breeding facility. Fieldwork will require operation of a 4 wheel drive truck in remote and extremely hot locations.	Yuma	No
Rabe, Mike	Baiting, capturing, and banding Mourning and White-winged Doves in several locations throughout Arizona. Some administrative duties to include data entry. Vehicle will be provided.	Phoenix	No
Rogers, Scott	The student(s) will be part of the regional fisheries team tasked with conducting stream and lake surveys throughout the area. Planned activities for the summer include: 1) Stream surveys of potential reintroduction sites for the threatened Little Colorado Spinedace. 2) Stocking of Little Colorado Spinedace in approved relocation sites. 3) Stream surveys of past Little Colorado Spinedace reintroduction sites to determine if reintroductions were successful. 4) Monitoring Little Colorado Spinedace Refugia. 5) Stream surveys of potential Gila trout reintroduction sites. 6) Assisting in monitoring to help determine the success of the multi agency native fish restoration project on Fossil Creek. 7) Assisting in multi-state Virgin River Fishes Recovery Team activities. 8) Assisting in developing new sportfisheries or new management of sportfisheries in the region. 9) Conducting sportfish surveys on reservoirs in the region. 10) Conducting workshops, fishing clinics and other outreach activities with the public. 11) Conducting creel census on various sportfisheries in the region. 12) Assisting in Apache Trout recovery activities in the Pinetop region as needed. 13) Assisting in gathering data for sportfish stocking program compliance with Section 7 of ESA. 14) Assisting at local fish hatcheries.	Flagstaff	No

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Rubin, Ester	The intern will primarily assist with a study evaluating the potential impact of off-highway vehicle (OHV) use on kit foxes. The intern will assist with collection of field data, including ground searches for sign of wildlife and OHV-use, and well as telemetry tracking of animals in the field. This position may also assist with capture and marking of animals. This position will also involve office work such as entering and managing a variety of data, doing literature searches, and or preparing work summaries. The intern will be required to hike long distances and camp in remote desert areas, sometimes under extreme weather conditions, navigate using a GPS and maps, and operate both 4-wheel drive trucks and ATVs. Nighttime and weekend work will occasionally be required, as will early morning work hours. Hours will be variable and will include some split shifts. This position will also provide opportunities to assist with wildlife disease sampling, which will involve handling dead animals and traveling to hunter check stations in various parts of the State (lodging during these trips will include camping or overnight stays in department bunkhouses when available).	Phoenix	No
Schmidt, Cecilia	Provides assistance to the HDMS staff relative to HDMS activities and products. General duties and activities include the following: Evaluating, organizing, interpreting, and processing of locality-based data for special status wildlife species of Arizona; obtaining raw data from cooperators, researchers, and other biologists for special status wildlife species in Arizona, including the distribution, biology taxonomy, and ecology of special status wildlife species; preparing products (i.e. reports, distribution maps, taxonomic information, reference notebooks) as requested or assigned for special status wildlife species; providing administrative support to the HDMS staff; under close supervision, processes observation data on special status species. Familiarity with Oracle or ESRI products helpful but not necessary. The ideal candidate should possess good communication skills (oral and written); be open to learning, evaluating and interpreting detailed biological data; have a familiarity with Microsoft software; and have a familiarity with topographic maps	Phoenix	No
Schuetze, Susan	Provide assistance to the HDMS staff relative to HDMS activities and products. General duties and activities include the following: Obtains raw data on special status species in Arizona from cooperators, researchers, and other biologists, including their distribution, biology, taxonomy, ecology, etc.; evaluates, organizes, and interprets locality-based data on special status species; under close supervision, processes observation data on special status species; familiarity with GIS and/or ESRI products helpful but not necessary; retrieves data from all sources (computer, literature, web, manual files) on the distribution, taxonomy, ecology, etc., and creates abstracts on special status wildlife; provide administrative support to the HDMS staff; other duties assigned by supervisor. Ideal candidate should possess good communications skills (oral and written); be open to learning; evaluating and interpreting detailed biological data with the ability to identify and resolve inconsistencies in biological and geographical data; have a familiarity with Microsoft software; have a familiarity with topographic maps; ability to sit for long hours in an office environment performing tedious tasks.	Phoenix	No
Severson, Mark	Feed and care for fish, clean rearing units, transfer fish between units; stocking fish in lakes and streams; clean and maintain hatchery facility including, bathrooms, trash removal, minor repairs and landscaping; record Oz, flow, rain gauges and other data; interact with visitors.	Tonto Creek Hatchery / Payson, AZ	Yes
Smith, Phil	Husbandry of Wildlife Food crops and native vegetation habitat plantings; water management of wildlife waters/native fish habitat, ponds, riparian tree planting and food crops; Invasive plant management; herbicide application; nest box inventory, installation, maintenance; survey transect maintenance; infrastructure repairs and installation - signage, fences, gates, barriers; GPS use in mapping and area measurements; Some equipment operations as applicable, including farm equipment and smaller engine landscaping - field equipment such as mowers and chainsaws; lead shot contamination surveys.	Robbin Buttes Wildlife Area - Buckeye, Arizona	Yes
Stroud, Janice	Perform basic GIS tasks using ArcGIS and ArcCatalog mapping software including: creating, projecting, displaying, querying, and editing feature classes; creating, organizing, and entering spatial data into regional geodatabases; and creating and printing maps. Create and input metadata for spatial files (e.g., shapefiles). Collect, input, and/or modify data on regional habitat projects using Microsoft Excel, ArcGIS, and National Geographic's TOPO! mapping software. Perform various habitat and wildlife management activities. Participate in a variety of outreach activities. Perform various other regional duties as assigned.	Kingman	Yes

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Warnecke, Dana	<p>The Habitat Program Intern is responsible for providing assistance to the Program by completing field work to include: monitoring, evaluating and implementing the various ongoing habitat projects and/or evaluating proposed projects impacting wildlife and habitat. This work may include weekend hours and potentially overnights as needed to complete work. The Intern may assist other work units and/or field personnel in the implementation of habitat projects, surveys and data entry. In office work will include data entry, compiling maps, filing, creating/designing/updating webpages, reviewing and writing documents and other duties as assigned. Experience with the use of geographic information systems software (ArcMap), Microsoft office software (Excel, Word, Outlook), Microsoft Contribute software would be preferred, but not a requirement for the applicant. Work duties may include hiking in remote locations physical activities as as fence removal/reconstruction, and camping in primitive conditions. A 4WD and OHV will be provided for the intern to complete fieldwork.</p>	Mesa	No
Washburn, Tanya	<p>Seeking a student to work with the Shooting Sports Programs. Student will perform duties under close supervision. Duties include: handling firearms, bows and their accessories. The student must have working knowledge of shotguns, rifles, air rifles, compound and recurve bows and sporting equipment. Need to be able to lift and transport firearms kits, archery kits and targets (up to 50 lbs). Assist with shooting sport events (shotgun and archery events), hunting recruitment and retention events (game camps, expos) and wildlife watching events. Maintain and organizes equipment in armory, warehouse and mobile storage units.</p>	Phoenix	No
Wilcox, Renee	<p>Working on various projects including creel surveys, wildlife surveys and monitoring, habitat monitoring and restoration activities.</p>	Phoenix	No