

Tree Inventory Intern Position Description

Essential Duties and Responsibilities	% of Time
Under the guidance of the Campus Arborist, as well as other Arboretum staff, the Tree Inventory Intern will help to maintain the campus tree inventory, including:	
Field Work Collecting measurements and other data in the field to update existing specimens	45%
Data Entry Entering data on newly installed plant material	45%
Meetings and other duties as assigned	10%

Minimum Qualifications Required to Perform Work
• Use of ArcGIS software, or ability to become proficient • Ability to correctly identify woody plants in all seasons (completion of or enrollment in PLSC253 or PLSC254 strongly desired) • Familiarity with woody plant structure and function • Ability to learn basic Tree Risk Assessment, a tool for determining the basic health of a tree • Ability to commit to a consistent schedule throughout the semester, minimum of 10 hours a week, maximum of 20 hours a week • Ability to follow directions in regards to grounds care and maintenance and use of equipment • Ability to work quickly with attention to detail both independently and with a team • Able to interact with many different types of people at the University in a professional demeanor • Proficiency with Google Apps: Gmail, Docs, Sheets, Slides, etc.

Learning Objectives
By working closely with the staff of the Arboretum and Botanical Garden, the intern will gain experience in many aspects of landscape facility maintenance, sustainability, and environmental impact. The campus is a large and diverse environment with many different stakeholders, from students to professors to visitors to staff. The intern will learn skills in arboriculture, urban forestry, multi-tasking, trouble-shooting/problem-solving, adapting to different situations, researching, creating and maintaining inventories, communication, organization, time management, and event management. This is a full time position, working up to 40 hours a week

Physical Demands of Position
Must be free from debilitating pollen allergies and the like; must be able to lift and carry up to 50 lbs.; stand and walk continuously; stoop, and bend for extended periods; wear and work with personal protective equipment.