



FACILITIES MANAGEMENT

THE UNIVERSITY OF MARYLAND
ARBORETUM AND BOTANICAL GARDEN

Internship Title: Memorial Tree Inventory Intern

About Us: The entire College Park campus is an arboretum, a collection of trees and plants maintained for scientific and educational study and public enjoyment. Our goals are:

- To display our campus landscape, forestry, plants, and natural heritage
- To educate our community and visitors about our campus's natural environment
- To model the University of Maryland's vision of a green university

Intern Duties: Under the guidance of the Campus Arborist and Outreach Coordinator, the Memorial Tree Inventory Intern will consolidate information about memorial trees on our campus by:

- Collecting measurements and other data in the field for inventory updates
- Confirming data is correct in the online inventory or updating information, as appropriate
- Researching and writing short pieces about the individual or group honored for our website
- Assisting with volunteer events, urban forestry activities, and stormwater management activities, as needed

Learning Objectives: By working closely with the staff of the Arboretum and Botanical Garden, the intern will gain experience in many aspects of public garden 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, writing for an audience, multi-tasking, trouble-shooting/problem-solving, researching, creating and maintaining inventories, communication, organization, and time management.

Preferred Qualifications:

- Excellent research and writing skills
- Ability to learn to correctly identify woody plants
- 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 during the semester, up to 40 hours a week during the summer
- 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.

Physical Demands: 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

Schedule: Monday - Friday, timing flexible

Supervisor: Richard Jones, Arborist and Meg Smolinski, Outreach Coordinator

Compensation: Course credit through independent study, check with your advisor

Location: Arboretum Outreach Center, Building 156, 3931 Stadium Drive

To Apply: Send a cover letter, which includes your availability, one-page writing sample on any subject, and resume to arboretum@umd.edu with the title "Memorial Tree Inventory Internship Application" in the subject line