



# FACILITIES MANAGEMENT

THE UNIVERSITY OF MARYLAND  
ARBORETUM AND BOTANICAL GARDEN

**Internship Title:** 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, as well as other Arboretum staff, the Tree Inventory Intern will help to maintain the campus tree inventory, including:

- Collecting measurements and other data in the field to update existing specimens
- Entering data on newly installed plant material
- Assisting with volunteer events, urban forestry activities, and stormwater management activities, as needed
- Operating state vehicles, 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 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.

**Preferred Qualifications:**

- 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.

**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

**Compensation:** Unpaid, 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, and resume to [arboretum@umd.edu](mailto:arboretum@umd.edu) with the title "Tree Inventory Internship Application" in the subject line