

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Environmental Intern

Worksite Name: Idaho Department of Environmental Quality

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## ***Employment Levels***

<b><i>Entry Level</i></b>	<b><i>Intermediate Level</i></b>	<b><i>Skilled Level</i></b>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (underline one)?

Entry Level       Intermediate Level       Skilled Level

Describe the duties of this position.

- This position will assist with outreach events related to ground and source water protection, air quality education, and general environmental education in the Lewiston region. As the position develops, the student may be asked to work on more project specific outreach activities that may include city council meetings, planning sessions, or report development. Knowledge of graphic design and GIS/map making skills is beneficial.
- This position may include field sample collection and analysis within north central Idaho, as scheduling allows. The position will may assist with water quality sampling with opportunities in other specialties as they are available. As the position develops, the student may be asked to assist with quality assurance project plan revisions, project maps, data analyses, and correspondence.
- As the position develops, the work scholar may be asked to assist with other ground water and source water protection activities.
- Potential long-term air quality projects will involve combinations of fieldwork and office work. The fieldwork portion will involve working with air quality monitoring networks with a focus on data collection and air quality network development. Office work will involve researching and gathering educational materials to develop public oriented education programs relating to air quality. As projects progress the student may assist in the development of fieldwork reports and implementing outreach efforts. Daily tasks will involve data entry of air quality related data, research/development of educational materials, and directing public air quality inquiries to the appropriate staff.
- As the work scholar gains experience there may be opportunities for additional air quality projects and activities.

List the learning opportunities for this position.

- Public speaking
- Interactions with the public
- Conflict management
- Project/time management
- Interpreting data and communicating it to a non-technical audience
- Using field equipment for data collection
- Data interpretation, quality assurance, and quality control

What qualifications and skills are needed for this position?

- Carry 30 pounds over rough terrain
- Work in adverse or inclement weather
- Valid driver's license and ability to travel regionally
- Work on a computer for 2-3 hours at a time
- Work independently on specific assigned tasks
- Be willing to talk with strangers in public forums
- Basic knowledge of chemistry, biology, or applicable scientific field
- Basic knowledge of business writing and communication
- Basic knowledge of math, graphing, and trend analysis
- Use of Microsoft Word, Excel, and Power Point
- Comfort with public speaking in small groups

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