

Internship
Arkansas Natural Heritage Commission
Research Section – Data Management

I. Scope of work:

The Data Management division is a subsection of the agency's Research Section. It is charged with inputting information on the state's rare species and high quality natural communities into a geo-referenced database system. It is also responsible for using these data in the agency's Environmental Review and Information Sharing Program.

An intern working with the Data Management staff would assist in the following activities:

- Acquiring and/or assessing information on rare species from a variety of external sources, including websites, scientific journals, and databases.
- Assigning latitude and longitude coordinates to species locations.
- Adding tabular data to rare species records using an Access database.
- Assisting in the maintenance of manual files.

Qualifications:

- College level biology coursework (Biology/Environmental Science major preferred).
- Experience using either Microsoft Access (preferred) or Microsoft Excel.
- Exposure to Geographic Information System (GIS) technology. Actual coursework in GIS is preferred.

II. Location of Work: Arkansas Natural Heritage Commission Offices
323 Center Street, Suite 1500
Little Rock, AR 72201

This position does not entail field work.

III. Number of hours per week: 12

The actual work hours and days could be flexible as long as they fell within the standard office hours of 8:00-5:00, Monday-Friday.

IV. Intern Supervision:

The intern will be supervised by the Agency's Data Manager, Cindy Osborne.

V. Intern Evaluation:

The intern's performance will be evaluated on the basis of feedback from Cindy Osborne regarding attendance, participation, attitude, and amount of working knowledge gained throughout the internship period. Also, the intern may be evaluated by his or her internship supervisor or academic advisor.