

# NEW MEXICO HIGHLANDS UNIVERSITY – LUNA COMMUNITY COLLEGE

## ARMAS/USDA – FRRRE/ACE

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## INTERNSHIP JOB ANNOUNCEMENT

**Posting Date:** August 1, 2010

**Position:** Assistant to Timber Management Officer

**Department:** NM State Forestry, Las Vegas, NM

**Reports To:** Ms. Shannon Atencio, District Timber Management Officer

**Job Type:** 2-3 Student Internship (Sophomore or higher)

**Rate:** \$12/hr

**Fall 2010:** 15hrs/week

### SUMMARY:

Student will be charged with coordinating activities that will help lead to the formation of a Tree Campus USA program at New Mexico Highlands University. This will include working with the University administration, students, faculty and maintenance staff as well as New Mexico State Forestry. This program requires that the University form a tree advisory board/committee, establish a tree care policy that is recognized by the administration and hold a public tree related event each year.

This student will be responsible for working on and completing the NMHU tree care plan that was drafted by a student last year. The student will then work with the University administration to adopt this plan and make sure that it is recognized as an official plan/policy. The plan will outline who will be assigned and/or nominated to the tree advisory board/committee. The student will work to organize this group and begin working with the maintenance department to implement the plan.

The student will work from the campus and report progress to Shannon Atencio. This student must be self-driven and able to complete tasks without direct, on-site supervision. I prefer to work with an upper-level student. Forestry/Natural Resource Management majors are preferred, but the position is not limited to students majoring in these fields of study.

The position will provide experience in Urban Forestry and related issues. The position will build the students ability to work with diverse groups to set up a long-term project that will last beyond the student's time at the campus.

More information about the National Arbor Day Foundation's Tree Campus USA program can be found at <http://www.arboday.org/programs/treeCampusUSA/>

- Students should be self-motivated and able to work in the field unsupervised
- Students should be task-oriented and able to complete this plan within the given timeframe (depending on internship timeframe ~3 months)
- Students should be able to work productively as a group

- Students will be doing fieldwork and office work on their own, and will check in with Shannon Atencio to report progress and discuss project details (this can be a regularly scheduled meeting 1-2 times per week).

**HOW/WHERE TO APPLY:**

Go online to [www.ARMASinEducation.com](http://www.ARMASinEducation.com) or pick up application package at ARMAS (Engineering Bldg #106) with Monique Esquibel or with Mabel Suárez.

**Contact Information:**

Ms. Shannon Atencio  
Timber Management Officer  
NM State Forestry  
Las Vegas District Office  
HC 33 Box 109-4  
Las Vegas, NM 87701  
T. 505-425-7472

Dr. Edward Martinez  
Dr. Jennifer Lindline  
Co-Directors, USDA Grant  
NMHU, Ivan Hilton Science Bldg  
Las Vegas, NM 87701  
Tel. 505-454-3366 / 505-426-2046