STATE OF ALASKA invites applications for the position of:

**College Intern I (PCN 11-IN1202)**

<table>
<thead>
<tr>
<th>Job Code:</th>
<th>19562</th>
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<tbody>
<tr>
<td>Open Date:</td>
<td>09/05/18</td>
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<tr>
<td>Position Open To:</td>
<td>Alaska Residents Only</td>
</tr>
<tr>
<td>Range:</td>
<td>8</td>
</tr>
<tr>
<td>Department:</td>
<td>Fish &amp; Game</td>
</tr>
<tr>
<td>Location:</td>
<td>Fairbanks</td>
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<tr>
<td>Job Title:</td>
<td>College Intern I (PCN 11-IN1202)</td>
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<tr>
<td>Closing Date:</td>
<td>09/19/18 05:00 PM</td>
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<tr>
<td>Job Type:</td>
<td>Intern</td>
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<tr>
<td>Salary:</td>
<td>$16.68 Hourly</td>
</tr>
<tr>
<td>Division:</td>
<td>Wildlife Conservation</td>
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<td>Bargaining Unit:</td>
<td>Excluded</td>
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</table>

**JOB DESCRIPTION:**

**ATTENTION ALASKA RESIDENTS!**

**This individual position is EXEMPT from the hiring restriction. Qualified applicants are encouraged to apply.**

The Department of Fish & Game, Division of Wildlife Conservation, Arctic Marine Mammal Program is seeking a College Intern I (PCN 11-IN1202) in the Fairbanks office.

This internship is intended to be 20 hours per week during the school semester and 40 hours per week between semesters. The position will provide an excellent training opportunity for wildlife, biology, or natural resource management undergraduate college students seeking technical experience in the wildlife field.

Working under the guidance of the supervisory Wildlife Biologist in the Fairbanks office, the intern will assist a wildlife technician in various duties related to a program that conducts research on diet, contaminants, productivity, disease and body condition of sea ice associated seals in Alaska using tissues from the Native subsistence harvest. Duties will include inventory, subsampling, and archiving tissues; processing/sorting stomach contents for identification, extracting teeth for aging, preparing reproductive tracts for analysis, packaging tissues for analysis in other labs, data entry and error checking.

An undergraduate student currently enrolled in a wildlife, natural resource management or biology degree program is desired.

The ideal candidate will possess some or all of the following desired strengths *(All of these traits must be documented in your cover letter and applicant profile. If you do not have experience with one or more of the traits listed below, simply say so):*

- Experience working in a laboratory setting with knowledge of laboratory safety and use of equipment (e.g., scalpel, scales, chemicals)
- An understanding of the importance of reading, writing, and entering specimen numbers and related data accurately
• Some experience with Excel or ACCESS computer software
• Ability to work independently
• Interest in marine mammals, fisheries, or marine systems

TRAVEL

• Students are responsible for travel expenses to and from the location of the duty station.
• Subsequent work-related travel will be paid for by ADF&G.

MINIMUM QUALIFICATIONS:

Currently accepted, enrolled, and attending an accredited college in an undergraduate degree program while maintaining an academic load of at least six credit hours per semester (eight credit hours per quarter).

Special Note:
Academic transcripts and/or tuition billings may be construed as proof of enrollment.

Appointment and retention in this class series is restricted to students actively pursuing an undergraduate degree program in an accredited college and maintaining an academic load of at least six semester (eight quarter) credit hours per semester (quarter).

Students who have completed spring semester courses and are enrolled in fall semester courses are considered to be attending college during the summer regardless of whether or not summer courses are taken.

ADDITIONAL REQUIRED INFORMATION:

COVER LETTER
A cover letter is required for this position. The cover letter should highlight your knowledge, skills, abilities, and experience as they pertain to the key responsibilities and desired strengths listed in the job description. Please attach the cover letter to your application before submitting it online or, if unable to attach to your application, fax it to the contact number provided in the job posting. Your cover letter will be used to help determine which applicants will advance to the interview phase of the recruitment and selection process.

Your cover letter will be used as a writing sample.

MULTIPLE VACANCIES
This recruitment may be used for more than one (1) vacancy. The applicant pool acquired during this recruitment may be used for future vacancies for up to ninety (90) days after this recruitment closes. Interested applicants are encouraged to apply to each recruitment notice to ensure consideration for all vacancies.

EDUCATION
If post-secondary education is required to meet the minimum qualifications, you must fill in the Education section of the application. If you have not obtained a degree, please indicate the number of units completed. Copies of transcripts are required to verify educational credentials if used to meet the minimum qualifications for a position. Transcripts can be attached at the time of application or within 48 hours of the close of this recruitment to the contact person listed below.

WORK EXPERIENCE
If using work experience not already documented in your application, also provide the employer name, your job title, dates of employment, and whether full-or part-time. Applications will be reviewed to determine if the responses are supported and minimum qualifications are clearly met. If they are not, the applicant may not advance to the interview and selection phase of the recruitment.

NOTICE
Questions regarding the application process can be directed to the Workplace Alaska hotline at 800-587-0430 (toll free) or (907) 465-4095. If you choose to be contacted by email, please ensure your email address is correct on your application and that the spam filter will permit email from the 'governmentjobs.com' domains. For information on allowing emails from the 'governmentjobs.com'
domains, visit the Lost Password Help page located at https://www.governmentjobs.com/js_lostpswd.cfm?topheader=alaska.

EEO STATEMENT
The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY) or correspond with the Division of Personnel & Labor Relations at: P.O. Box 110201, Juneau, AK 99811-0201. The State of Alaska is an equal opportunity employer.

THIS RECRUITMENT IS FOR ALASKA RESIDENTS ONLY
This recruitment is open to Alaska Residents only. Applicants must meet Alaska Residency Requirements in order to be considered for employment at this time.

CONTACT INFORMATION:

WORKPLACE ALASKA APPLICATION QUESTIONS & ASSISTANCE
Questions regarding application submission or system operation errors should be directed to the Workplace Alaska hotline at 1-800-587-0430 (toll free) or (907) 465-4095 if you are located in the Juneau area. Requests for information may also be emailed to recruitment.services@alaska.gov.

For applicant password assistance please visit: https://www.governmentjobs.com/js_lostpswd.cfm?topheader=alaska

For specific information in reference to the position please contact the hiring manager:
Name: Anna Bryan
Phone: (907)459-7247
Fax: (907)459-7332
Email: anna.bryan@alaska.gov

APPLICATIONS MAY BE FILED ONLINE AT:
http://workplace.alaska.gov/
PO Box 110201
Juneau, AK 99811
(800) 587-0430 (Statewide toll-free number)
(907) 465-4095 (Juneau and out-of-state callers)
recruitment.services@alaska.gov

Position #19562
COLLEGE INTERN I (PCN 11-IN1202)
LH

Job Bulletin https://agency.governmentjobs.com/alaska/job_bulletin.cfm?jobID=220...
College Intern I (PCN 11-IN1202) Supplemental Questionnaire

* 1. Are you an Alaska resident? If so, please indicate below how you meet residency requirements:
   - ☐ Currently domiciled in the State of Alaska
   - ☐ Presently serving in the military with the intent of being domiciled* in the State of Alaska upon completion of military service
   - ☐ Graduated from an accredited high school or post-secondary institution in the State of Alaska or earned a General Equivalency Diploma (GED) while domiciled* in Alaska
   - ☐ Presently enrolled in a State of Alaska post-secondary institution and physically present in Alaska
   - ☐ I do not meet the residency requirement

* 2. Have you carefully read the minimum qualifications for this position, and do you certify that you possess the required education and/or experience to meet the minimum qualifications as stated?
   - ☐ Yes
   - ☐ No

* 3. To complete your application, have you attached the required documents outlined in the job posting?

* Required Question