

**SITKA TRIBE OF ALASKA**  
**Job Description**  
**Resource Protection Department**  
**TITLE: Natural Resources Summer Intern**

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<b>Benefits:</b> No	<b>Salary Range:</b> \$12.00/hour
<b>Department:</b> Resource Protection Department	<b>Date:</b> May 1, 2019
<b>Reports to:</b> Resource Protection Director	<b>Approved by:</b> General Manager
<b>Prepared by:</b> SEATOR Project Manager	<b>Funding Source:</b> Grant Funded Position

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**I. SUMMARY:**

Sitka Tribe of Alaska is seeking to hire up to three Natural Resources Summer Interns to assist with multiple projects within STA's Fisheries and Environmental Monitoring Programs. Some of these projects will include: ocean acidification research, harmful algal bloom and shellfish biotoxins data collection, analyzing subsistence foods for contaminants, stream assessments, fisheries monitoring and research, and harvesting multiple species for the Traditional Foods Program. Interns will be exposed to all areas of the department, but will choose one specific area of focus to pursue for a research project guided by a department mentor. Interns may have the opportunity to present their results of the research project at a statewide environmental conference.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist RPD staff with sample processing, field data collection, data entry, and traditional foods preparation.
- Collect and process whole water, phytoplankton, and shellfish samples to test for biotoxins.
- Perform basic laboratory duties, procedures, and equipment calibration.
- Develop a research project in consultation with office mentor and identify the resources needed to complete the project.
- Work independently and in small groups.
- Work outside in all weather conditions to harvest or process traditional foods, set up monitoring projects, or collect environmental samples.
- Attend and participate in STA staff meetings.
- Other duties as assigned.

**III. MINIMUM QUALIFICATIONS:**

**A. Education and/or experience:**

- Currently a rising junior or senior enrolled in high school and intending to return for the 2019-2020 school year.

**B. Experience, knowledge, skills and abilities:**

- Eagerness to learn new skills.
- Ability to work independently on projects after adequate training.
- Ability to follow established sample and data collection protocols.

**C. Other**

- Must be Alaska Native, American Indian, or Indigenous Hawai'ian to be considered.

**IV. PREFERENCE**

STA Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure

and the STA Employee Handbook.

**Non-Exempt Employee Status:**

As a non-exempt employee, the Natural Resources Summer Intern is eligible for over-time (1.5 times the hourly rate) for any work over 8 hours in one day or 40 hours in one week.

**Drug and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

**Criminal Background Check.**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check. The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor. No individual may fill this position who:

- has been convicted of any crime involving a sexual offense
- has been convicted, plead no contest to, or has a current pending charge of a felony
- has been convicted or plead no contest to a misdemeanor domestic violence offense
- is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child