

Sample Job Description—Not-for-Profit Organization

Chicago Botanic Garden - Internship Program

The Chicago Botanic Garden is 385 acres of natural beauty with 23 gardens and three native habitat areas. The second most visited public garden in the United States, it has more than 1.9 million plants of 8,800 taxa, the largest collection in the Upper Midwest. The Garden, which is a recognized center of education, research and conservation, has a respected internship program.

Interns gain hands-on experience in the areas of education, horticulture or research, and in addition, as part of their training are required to attend educational programming to broaden their general exposure to public horticulture and research. The educational component consists of lectures, field trips and workshops offered through the School of the Chicago Botanic Garden.

Most interns work between 37.5 and 40 hours per week at \$8.16 per hour. Housing is not provided. Assistance, however, in finding local accommodations is given. Interns are ultimately responsible for finding housing. International students are accepted.

Conservation Science – Plant Demography

PURPOSE: To gain experience in basic and applied research on the biology, ecology and evolution of threatened native plants and/or invasive plants. To learn a variety of field, greenhouse and laboratory techniques. To design and implement an independent project.

DUTIES AND RESPONSIBILITIES:

- Field work, including plant mapping, demographic monitoring, fitness measurements, hand pollination and seed collection
- Laboratory work, including genetic analyses, plant measurements, microscopy
- Data entry and analysis, report writing, literature searches and reviews
- Participation in a variety of activities outdoors and indoors, working on independent research, attending seminars, participating in meetings and interacting closely with botanists, researchers and conservation scientists
- Attend courses of interest offered by the School of the Chicago Botanic Garden

DEPARTMENT: Conservation Science

REPORTS TO: Supervisor's Name, Conservation Scientist

SUPERVISES: Volunteers

COOPERATIVE RELATIONSHIPS: Botanic Garden Staff, particularly in the Science departments

POSITION REQUIREMENTS:

- Bachelor's degree in biology, botany, ecology or a related major and a commitment to conservation and restoration of native plants
- Candidates should have exposure to plant research, field ecology, conservation biology, laboratory techniques (DNA, tissue culture), herbarium techniques, or plant identification
- Computer skills and the ability to work both independently and as part of a team are essential
- Start date is negotiable between March and June 2003 for a 12-month position

Sample Job Description—Not-for-Profit Organization, continued

Internship Program Application Information

To apply, please send all of the following materials.

1. Internship application
2. Current résumé, which includes your educational and work experiences with dates
3. Essay (minimum of 1,000 words) answering the following questions:
What kind of work-study do you envision yourself performing at the Chicago Botanic Garden? What skills would you like to attain and/or improve upon? How will this work experience help you to achieve future work related goals?
4. Three letters of recommendation (Please allow individuals two to three weeks to write and send letters of recommendation. Letters should be mailed directly to the Intern Coordinator.)
5. Transcripts or official record of your post-secondary coursework with grades

To submit your application, send all materials to the following address:

Human Resources
Attn: Internships
Chicago Botanic Garden
1000 Lake Cook Road
Glencoe, IL 60022

Application Deadline: Rolling admissions, with applications reviewed upon receipt. It is expected that most positions will be filled by April 15, 2005.