



*An agency of the Department of Arkansas Heritage*

## **RESEARCH SECTION – BOTANY/ECOLOGY INTERNSHIP**

### **I. Scope of Work:**

**Duties will include office and field work.**

- ☐ Assist the ANHC botanist/ecologist with curatorial duties in the ANHC Herbarium. This may include collecting, pressing, and mounting herbarium specimens, imaging of specimens, database entry of specimen label data, preparing specimens for shipping, and monitoring and preventative maintenance of the ANHC Herbarium to prevent insect damage.
- ☐ Assist the ANHC botanist/ecologist with rare plant surveys and monitoring of rare plant populations on private and public lands across the state of Arkansas.
- ☐ Assist the ANHC botanist/ecologist with inventory of private and public lands across the state of Arkansas. This will include trips to high quality and/or rare natural communities to document plant communities and species present and evaluate tracts for consideration for the System of Natural Areas.

**Note: The intern may be subjected to extended work hours, rugged terrain, extreme weather conditions, and other inherent risks of outdoor field work. All appropriate safety equipment will be provided.**

### **II. Required Qualifications:**

### **III. Working Hours:**

- ☐ Up to 12 hours per week – conditional to the nature of the work assigned; schedule will be based upon the availability of the intern.
- ☐ Internship will be offered for the entire year, but may be offered in spring, fall, and/or summer as dictated by intern availability and schedule.

### **IV. Location of Work:**

- ☐ Department of Arkansas Heritage, 1100 North St., Little Rock, AR 72201

**V. Intern Supervision:**

- ☐ Theo Witsell, Senior Botanist/Ecologist

**VI. Intern Evaluation:**

- ☐ Theo Witsell, Senior Botanist/Ecologist
- ☐ Internship supervisor/academic advisor.

**VII. Application Process:**

Please include the following materials with your completed DAH application:

1. A current resume.
2. A one-page cover letter.
3. Copy of most recent official college transcript(s).
4. Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit completed DAH application form and materials via email to:

Debbie Biggs, DAH Personnel Manager  
[debbie.biggs@arkansas.gov](mailto:debbie.biggs@arkansas.gov)