



VOLUNTEER INTERNSHIP PROGRAM

OFFICE OF SUPERFUND REMEDIATION AND TECHNOLOGY INNOVATION (OSRTI)

PLEASE REVIEW THE FOLLOWING INFORMATION FOR INSTRUCTIONS ON HOW TO APPLY:

REQUIREMENTS

- At least 16 years of age
- Applicants must be current students pursuing a degree or certificate in a qualifying educational institution
- Able to provide a current transcript (official or unofficial accepted)
- Able to provide proof of enrollment (letter reflecting good standing and continued enrollment)
- Review attached project descriptions for prerequisites and/or knowledge/experience requirements

TIME COMMITMENT

- Projects are available during the following timeframe **May 07, 2018 - August 31, 2018**
- Students must commit a minimum of 2 weeks
- Schedules may vary according to project and/or manager approval

POSITION LOCATION(S)

Environmental Protection Agency
One Potomac Yard
2777 Crystal Drive
Arlington, VA 22202

Environmental Protection Agency
2890 Woodbridge Ave., Bldg. 205
Edison, NJ 08837

INTERNSHIPS RELATED TO THE FOLLOWING FIELDS OF STUDY

Accounting, Biology, Business Administration, Chemistry, Communications, Computer Science, Economics, English, Environmental Justice, Environmental Sciences, Information Systems, Political Science, Public Administration and more!

HOW TO APPLY

- Applications are accepted thru April 6, 2018
- Visit for a complete listing of our internships <http://epa.gov/internships/>
- Send resume and cover letter -**with the project title in the subject line**- to
OSRTI.Internships@epa.gov

**Office of Land and Emergency Management Intern Program
PROJECT DESCRIPTIONS –2018**

Name of Point of Contact/Supervisor and Phone Number:

Point of contact: information:

Name: Michele Burgess

Office: OLEM/OSRTI

Division/Branch: ARD/SPB/

2 – Contact Person Information:

Dana Jones

OSRTI.Internships@epa.gov

3 – Project Description:

Background of Project Area:

- 1) Documents developed for or by the Superfund program are entered in as records in the Superfund Enterprise Management System (SEMS).
- 2) Various external facing Superfund pages which reference records collections require updates on a regular basis.

Tasks to Be Completed By the Intern:

- 1) There a number of documents developed by the Office of Research and Development (ORD) for the Superfund program that need to be reviewed and entered into SEMS. The documents will require the development of a special collections category and entered into SEMS.
- 2) The pages need to point to a database which updated regularly. There are a number of pages that need a link or broken links that require correction.

Objective(s) –

- 1) Documents that meet records requirements are entered into the records database.
- 2) Update/fix Superfund website pages.

Task(s)/assignment(s) –

- 1) Produce a records collection for the ORD documents developed for Superfund and populate that collection for access to the public and a central repository.
- 2) Produce functioning Superfund websites for access to the public.

4 – What skills are needed for this project?

The candidate must have computer skills in spreadsheet techniques, word processing and presentation software for the project tasks.

Excellent and effective communication (e.g. written and oral) as well as, reading and summarizing complex content would be preferred.

5 – Is travel or training involved? If yes, please provide specifics.

Not applicable.

OSWER SUMMER INTERNS – PROJECT DESCRIPTIONS – FOR 2018

1 – Name of Project:

Environmental Response Team Summer Intern

Name: Chris Gallo

Office: OLEM/OSRTI

Division/Branch: TIFSD/ERT-E

Project location: **Edison, New Jersey**

2 – Contact Person Information:

Dana Jones

OSRTI.Internships@epa.gov

3 – Project Description: Environmental Response Team

Background of Project Area:

EPA's Environmental Response Team hosts 1 or 2 interns that can perform general Environmental Scientist duties. The intern will accompany ERT staff on various local Superfund sites as well as local meetings with other Local, State and Federal stakeholders.

Tasks to Be Completed By the Intern:

Objective(s) –

Learn what ERT does and contribute to site work as needed (i.e. sampling, data collection/interpretation).

Task(s)/assignment(s) –

Weekly summaries on work performed.

4 – What skills are needed for this project?

Environmental Scientist, Engineer, Chemistry, Biology and/or various other scientific disciplines.

5 – Is travel or training involved? If yes, please provide specifics.

24 Health and Safety Training for Field Personnel

Local Travel with ERT Staff (no overnight trips)