

PLEASE POST



Accepting Applications:
2013 SPRING ACADEMIC INTERNSHIPS
San Francisco State University and UC Berkeley Students
(several openings for the spring term)

2950 Peralta Oaks Court, Oakland, CA 94605

Human Resources (510) 544-2154

www.ebparks.org

The East Bay Regional Park District is an Equal Opportunity Employer.

Job Announcement Date

Wednesday, August 8, 2012

Filing Deadline Date

Wednesday, September 12, 2012; 5:00 p.m.

PAY RATE: \$13.81 PER HOUR

The East Bay Regional Park District is a "special district" established in 1934 to provide park and open space needs to the residents of Alameda and Contra Costa Counties. With 65 parks, over 112,000 acres of land, and over 1200 miles of trails, we are the largest regional parkland agency in the nation. Under direction of a project supervisor, an intern is assigned to work on a specific project for a maximum of 375 hours which is approximately 37.5 hours a week for a short-term period of 10 weeks; this is flexible. The spring term has three (3) available projects; see the 2013 Spring Academic Intern Project Preference Form.

GENERAL MINIMUM QUALIFICATIONS

Education: Must be in attendance at, or on legitimate leave from a high school, trade school, college or university. Academic background compatible to departmental assigned projects.

License: Must possess a valid California Driver's License. This requirement may be waived at the discretion of the General Manager for disabled or other applicants where the projects are such that a valid California Driver's License would not be necessary.

Majors Encouraged: Undergraduate or Graduate Programs in Anthropology, Archaeology, Biology, Environmental Studies, Geography, Hospitality and Tourism, Recreation, Sociology, Public Administration, or other closely compatible programs.
(Each individual project may require different educational specialties).

ELIGIBILITY FOR ACADEMIC CREDIT Should student(s) selected desire academic credit for the internship, the student must contact the SFSU department chair or reference the UC Berkeley link: <https://career.berkeley.edu/Internships/IntAcad.stm> for the necessary details.

GENERAL KNOWLEDGE, SKILLS & ABILITIES Ability to investigate and analyze situations, plan and organize research. Ability to speak and write effectively. Ability to follow instructions and to maintain harmonious working relations with fellow employees and the public. (Each individual project may require different knowledge, skills, and/or abilities.)

HOW TO APPLY Interested students may pick up applications from EBRPD Human Resources, 2950 Peralta Oaks Court, Oakland, or may contact Human Resources at (510)544-2154 or hrapps@ebparks.org to request an electronic application packet. The completed materials must arrive in Human Resources before 5:00 p.m. on the closing date. **Postmarks or faxed applications are not acceptable.** Application packets must include:

- 1) An EBRPD Application Employment Form must be completely filled out AND
- 2) 2013 Spring Academic Intern Project Preference Form. (Attach to the application.) AND
- 3) 2013 Spring Academic Intern Supplemental Statement. (Attach to the application). The purpose of this form is to detail your interest in one or more projects. A resume may be attached but not be substituted for the Supplemental Statement or any other part of the application packet.

All applicants will receive a letter within three weeks after the filing deadline.

Candidate applications will be thoroughly screened with the best-qualified applicants referred to project supervisors who will conduct interviews in late September or early October. Internships will typically start in February 2013 and end by June 2013.



APPLICATION FOR EMPLOYMENT

2950 PERALTA OAKS COURT, OAKLAND, CA 94605-0381 • (510) 544-2154 • www.ebparks.org

Type or print clearly (in black or blue ink only); answer all items; enter "N/A" if the item does not apply to you. Do not substitute a resume. Applicants needing special accommodations during the exam process may contact Human Resources by calling (510) 544-2154.

TODAY'S DATE	TITLE OF POSITION	DATE AVAILABLE FOR WORK
Your Last Name	First Middle	For Human Resources Dept. Use Only – Date Stamp
Your Address	Street Apt.	
City	State Zip	
Home Telephone # / Mobile Telephone #		

Do you have a valid California Driver's License? Yes No

Class: _____ License #: _____ Expires: _____

Do you have a valid Driver's License from another state? Yes No

Class: _____ License #: _____ State: _____ Expires: _____

First Aid Certificate? Yes No CPR? Yes No

If you are under final consideration for this position, may we contact your present and previous employers?

Yes No Signature _____

Have you ever worked under another name(s)? Yes No Name(s): _____

1. Have you previously applied for employment with the East Bay Regional Park District? Yes No
2. Have you ever been employed with the East Bay Regional Park District? Yes No
3. Do you have any relative currently employed by the East Bay Regional Park District?..... Yes No
4. Have you ever been discharged or forced to resign from any job?..... Yes No
5. Has your drivers license ever been suspended or revoked?..... Yes No
6. Have you ever been convicted by any court of a felony or misdemeanor, or entered a guilty or nolo contendens plea?..... Yes No
7. Have you ever been convicted by any court of an offense involving child molestation, or entered a guilty or nolo contendens plea? Yes No
(Fingerprints may be checked)
8. Will you accept seasonal, part-time or temporary employment? (if yes, indicate days/hours of availability below) Yes No
9. Do you have proficiency in any language other than English?..... Yes No
10. Can you prove U.S. citizenship or legal authority to work in the U.S.A.? Yes No
(Immigration Reform & Control Act: prior to or on the first day of employment, you will be required to submit verification of your legal right to work in the United States.)

If you answer "YES" to any of the above except #10, please indicate question number below and explain in the space provided below. All responses will be evaluated in job-related terms only.

EDUCATION

Do you have a high school diploma? Yes No OR Do you have a G. E. D. or equivalent? Yes No

Name, City & State of High School: _____

Name, City & State of Colleges/Universities Attended	Units Completed		Course of Study/Major	Type of Degree	Date Diploma/ Degree Completed
	Semester	Quarter			
Other Relevant Courses and Training	Name and Location of Institution		Length of Course	Date Ended	
Professional License or Certificate, If Required	Serial Number	Date Issued		Expiration Date	

FOR EBRPD USE ONLY: PLEASE DO NOT WRITE BELOW THIS LINE

#1 _____ #2 _____ #3 _____

11. EXPERIENCE List your present or most recent employment FIRST and account for all time periods during the last ten years or more as needed. Be sure to list each change in title or promotion separately. If you need more space, attach additional sheets. Be sure that all questions are answered. DO NOT SUBSTITUTE A RESUME FOR THIS APPLICATION FORM.

a.

Dates of Employment (Month/Year) From: _____ To: _____	Exact Title of Your Position	Salary \$ _____ Per _____	Hours Per Week _____
Name of Firm or Organization	Address of Employer	Telephone _____	
Name and Title of Supervisor	No. of Employees You Supervised _____	Reason for Leaving _____	
Describe Your Duties			

b.

Dates of Employment (Month/Year) From: _____ To: _____	Exact Title of Your Position	Salary \$ _____ Per _____	Hours Per Week _____
Name of Firm or Organization	Address of Employer	Telephone _____	
Name and Title of Supervisor	No. of Employees You Supervised _____	Reason for Leaving _____	
Describe Your Duties			

c.

Dates of Employment (Month/Year) From: _____ To: _____	Exact Title of Your Position	Salary \$ _____ Per _____	Hours Per Week _____
Name of Firm or Organization	Address of Employer	Telephone _____	
Name and Title of Supervisor	No. of Employees You Supervised _____	Reason for Leaving _____	
Describe Your Duties			

CERTIFICATION OF APPLICANT – THIS APPLICATION MUST BE SIGNED.

I certify that the information I have provided is true and correct to the best of my knowledge. I understand that misrepresentation of information may cause me to forfeit all rights to employment with the East Bay Regional Park District. I authorize the release of any information to verify the statements made in this application to the East Bay Regional Park District or its duly authorized agents. I understand that employment is contingent upon my providing verification of my identity and legal right to work in the United States. I understand that only applicants meeting the announced requirements will be further processed. I further understand that in the event that large numbers of qualified individuals apply, only those selected as the best qualified for the job in question will be further processed. Finally, I understand that background checking will need to be done, in accordance with State law, and this may require fingerprint record checks. I waive my right to receive a copy of any public record received during the course of said background check. My signature below indicates I accept all the preceding conditions as stated.

SIGNATURE _____ DATE _____

HOW DID YOU LEARN ABOUT THIS JOB OPENING?

- | | | |
|---|--|--|
| <input type="checkbox"/> EBRPD Bulletin Board | <input type="checkbox"/> EBRPD JobLine (1-888-EBPARKS) | <input type="checkbox"/> EBRPD Employee |
| <input type="checkbox"/> Friend/ Relative | <input type="checkbox"/> EBRPD Human Resources Dept/ Walk-in | <input type="checkbox"/> Job Fair |
| <input type="checkbox"/> EBRPD Web site (www.ebparks.org) | <input type="checkbox"/> www.CalOpps.org | <input type="checkbox"/> Other Web site: _____ |

IF ONE OF THE FOLLOWING, PLEASE SPECIFY:

Bulletin—Public Office other than EBRPD _____ School _____
 Newspaper _____ Publication _____
 Organization or Group _____ Other _____



APPLICANT IDENTIFICATION SURVEY

The East Bay Regional Park District is an Equal Opportunity Employer.

In order to comply with United States Government Equal Employment Opportunity requirements, we ask all applicants to **voluntarily** complete this form. The data collected will be used for statistical purposes only. Refusing to provide this information will not have any impact on your application.

Upon receipt by the Human Resources Division, this form will be immediately detached from your application packet and kept in a separate confidential file.

Exact Title of Position you are applying for: _____ **Date:** _____

Gender: Male Female

Age: Under 18 18 – 39 40+

Race/Ethnicity Identification (Please select one):

- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Thank you for your cooperation.

SFSU and UC Berkeley
2013 SPRING ACADEMIC INTERN
PROJECT PREFERENCE FORM
(Attach to your District Application and Supplemental)

Name (PLEASE PRINT): _____

Below are three (3) Academic Intern Projects for the spring 2013 term **for San Francisco State University and University of California Berkeley students only**. Please indicate your preference by marking #1 in the box of your First Choice, #2 next to your Second Choice, etc. When referring applications to supervisors, we look for a match between the student's qualifications and the project needs. Unless otherwise noted, the primary work location for each project is the District's administrative headquarters located at 2950 Peralta Oaks Court in Oakland, CA.

Mobile Visitor Center Program Development – One intern will develop a set of “boxed” programs with interpretive materials and instructions to be used by District staff when presenting the Mobile Visitor Center and Mobile Fish Exhibit at local schools and public events. This is an Interpretive Services Unit project in the Operations Division. The primary work location is the Glory of the Seas building at Robert Crown Memorial Beach in Alameda. The intern selected must be able to get into and out of the District's (tall) Mobile Fish Exhibit vehicle and carry equipment up to 25 lbs. Coursework or experience in education, exhibit/graphic design, biology, ecology, marine/water-based science, or other natural science, interpretation or non-traditional teaching experience or coursework is desirable.

Avian Disease Prevention - One intern will assist District staff in the management of intensive avian cholera and botulism outbreaks by participating in an on-going study of aquatic chemistry and preparing reports on water quality conditions that may initiate disease outbreaks. The intern will have opportunities to coordinate with state and federal wildlife disease laboratories, assist District staff by removing sick birds as needed from marshes and ponds at Hayward Regional Shoreline and transport them to wildlife rehab centers. This is a Planning and Stewardship Division project. There are two primary work locations for this project. The first is the District's administrative headquarters located at 2950 Peralta Oaks Court in Oakland; the second is Hayward Regional Shoreline. The intern selected must be able to work in boats and lift up to 25 lbs. Coursework or experience in biology or chemistry is required. Coursework or experience in wildlife science, environmental biology, or a related field is desirable.

Assessment of Water Quality - One intern will collect and assess water quality data before, during, and after storm events at District swim beaches in order to help assess the impacts of late spring and early summer rain on water quality at swim beaches. The intern will also assist with creek and stormwater runoff monitoring to establish water quality background conditions in various waterbodies. The data collected will help establish baseline conditions in streams potentially impacted by wildland fuels management projects and assist the District in the implementation practices to prevent water quality degradation. This is a Planning and Stewardship Division project. The primary work location is the District's fisheries field office located in Berkeley. Coursework in physical geography and/or environmental science is required. Coursework or work experience in watershed assessment, field methods in geography, environmental management, geography of water resources, GIS or a related field is desirable.

NOTE: All interns selected must pass a Department of Justice fingerprint check; and interns who work in the Public Safety Unit must pass an additional background investigation.

SFSU and UC Berkeley
2013 SPRING ACADEMIC INTERN
SUPPLEMENTAL STATEMENT
(To be attached to the District Application form)

NAME _____

I. School, schedule, and availability:

1. Are you currently enrolled at SFSU or UC Berkeley? YES NO
Which school? _____
2. Are you enrolled part-time/full-time/continuing? _____
3. What is your major and intended date of graduation? _____
4. Do you plan to earn academic credit? (This is optional) _____
5. Can you work full-time during the spring term, or will you need to work part-time over a longer period of time? _____
6. Please indicate what days of the week and hours you are available to work and your earliest available date for part-time and full-time work. _____

7. What means of transportation will you use to and from work? _____

II. Write a statement regarding your choice(s) for an Intern Project. Please include the following:

1. Your major and/or coursework which qualifies you for the project.
2. Your knowledge, skills, and abilities, which qualify you for the project.
3. Any work/volunteer experience which qualifies you for the project.
4. If the project prefers or requires specific skills; please specify your applicable skills.
5. Why you want the project; the reason for your interest.

You are welcome to use the space below and/or a separate page. If you feel you are qualified for more than one project, complete separate statements for each. Attach additional sheets, if necessary.