

PLEASE POST



Accepting Applications:
2012 FALL ACADEMIC INTERNSHIPS
CSU East Bay and UC Berkeley Students
(several openings for the fall 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, June 13, 2012

Filing Deadline Date
Friday, July 27, 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 fall term has five (5) available projects; see the 2012 Fall 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 CSUEB Cooperative Education Department for the mandatory enrollment course 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) 2012 Fall Academic Intern Project Preference Form. (Attach to the application.) **AND**
- 3) 2012 Fall 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 reviewed in early August; the best-qualified applicants will be referred to project supervisors who will conduct interviews in mid to late August. Internships will start in September and end by December 31, 2012.



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

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.



CSU East Bay and UC Berkeley
2012 FALL ACADEMIC INTERN
PROJECT PREFERENCE FORM
(Attach to your District Application and Supplemental)

Name (PLEASE PRINT): _____

Following are five (5) Academic Intern Projects **for California State University East Bay and University of California Berkeley students only**. Please indicate your preference by marking #1 next to your First Choice, #2 next to your Second Choice, etc. When referring applications to project supervisors, we look for a match between the student's qualifications and the project needs. Please note that each project may have a different primary work location.

_____ Project: **Volunteer Database User Manual** – One intern is needed to create a user manual and training program for utilization of the existing database in which District staff performs data entry from (manually-maintained) documents containing volunteer names, hours, and activities. This manual and training will provide clear instruction for data input resulting in better efficiency and increased accuracy of District-wide volunteer efforts. This is an Operations Division project. The primary work location is Redwood Regional Park in Oakland. Coursework or work experience in computer science or a related field is desirable.

_____ Project: **ActiveNet – Recreation Management Software Conversion** – One intern is needed to assist in the implementation of a new web-based software system that will track vital data for recreation program registrations, facility reservations, point of sale transactions, and other incoming revenue areas. This is an Operations Division project. The primary work location is the District's administrative headquarters located at 2950 Peralta Oaks Court in Oakland. Coursework or work experience in recreation or leisure studies, marketing, computer-human interface, information technology, change management, webpage design, or a related field is desirable.

_____ Project: **Facilities e-Marketing Contact List** – One intern is needed to develop a list of agency contact data for businesses who would potentially be interested in renting District facilities, thereby increasing utilization and revenue. This includes researching types of businesses that would have a need for off-site training, meetings, and/or retreat space. This list is a necessary component of the 2012 Reservable Facilities Business Plan budget objective. This is an Operations Division project. The primary work location is the Brazil Building located in Tilden Regional Park in Berkeley. Coursework or experience in marketing, business administration, public administration, park management, research, or a related field is desirable.

_____ Project: **Avian Disease Prevention** - One intern is needed to assist District staff in the management of avian cholera and botulism outbreaks by removing sick birds from marshes and ponds at Hayward Regional Shoreline. Sick birds (mostly ducks) will be transported to wildlife research centers and measurements of water quality will be taken to study outbreak parameters. 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. Coursework or experience in biology and chemistry is required. Coursework or experience in zoology, ornithology, parasitology, wildlife management, or a related field is desirable.

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CSU East Bay and UC Berkeley

2012 FALL ACADEMIC INTERN PROJECT PREFERENCE FORM

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____ Project: **Cultural Site Atlas Update** – One intern is needed to update the District’s GIS database of historic and prehistoric sites to include digital records of original site reports. The intern will prepare a bibliographic database of hard-copy records from the District’s files. The most significant records will be scanned, mapped, and linked to the GIS database. This is a Planning and Stewardship Division project. The primary work location is the District’s administrative headquarters located at 2950 Peralta Oaks Court in Oakland. Coursework or experience in archaeology, anthropology, geography, GIS, history, library science, or a related field is desirable.

NOTE: All interns selected must pass a Department of Justice fingerprint check. Interns working for the Public Safety and Finance Divisions are subject to additional background investigation.

CSU East Bay and UC Berkeley
2012 FALL ACADEMIC INTERN
SUPPLEMENTAL STATEMENT
(To be attached to the District Application form)

NAME _____

I. School, schedule, and availability:

1. Are you currently enrolled at CSUEB 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 enroll in an appropriate internship course (such as Cooperative Education) in order to earn academic credit? (This is optional) _____
5. Can you work full-time during the fall 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.