



Summer Internship 2015 - Boulder, Colorado

December 19, 2014

About UNAVCO

UNAVCO, Inc. a non-profit university-governed consortium facilitates geoscience research and education using geodesy. We challenge ourselves to transform human understanding of the changing Earth by enabling the integration of innovative technologies, open geodetic observations, and research, from pole to pole.

UNAVCO Internship Program

This summer UNAVCO is offering unique internship opportunities for undergraduate and graduate students. Our internships are real-world work experiences related to the students' major or career goal. As an intern you will be an integral member of the UNAVCO team and play an important role by contributing your knowledge, skills, and abilities to specific projects. Our managers teach interns what it is like to work in a non-profit organization that facilitates research and education. In turn, we anticipate that you will play an important role in achieving project goals and that throughout the internship we are able to share expertise, leverage best practices and forge lasting relationships.

Available Intern Opportunities

- UNAVCO Geo-Outreach Specialist/Video & Other Media (2 position)
- UNAVCO Education and Community Engagement Specialist (3 positions)
 - Geo-Workforce (ECE-GW)
 - Terrestrial Laser Scanning (ECE-TLS)
 - Geodetic Data for Undergraduate Education (ECE-Undergraduate)
- UNAVCO Accounting

Timing

These internships have varied start dates. Please see the internship description for specifics. All internships require a full-time, Monday through Friday, 8:00 a.m. to 5:00 p.m. commitment for the 8 to 10-week programs.

Pay

Interns are paid an hourly rate of \$11.00 - \$19.00/hour and provided a bus pass for local transportation, if necessary. Interns who live outside the Boulder, Colorado area will be expected to pay for their transportation costs to and from Denver/Boulder as well as for their housing costs.

What to Expect

Internship assignments vary each year based on business needs. Managers identify a specific business need, designate a role and create a statement of work for the intern. The intern will be assigned real-world work, with real impact to UNAVCO and the community we serve. The manager will be the intern's supervisor and mentor.



Summer Internship 2015 - Boulder, Colorado

December 19, 2014

The intern will receive a company orientation and then collaborate with their manager to develop a work and learning plan that aligns with the statement of work. Before beginning work, interns will receive appropriate training, including compliance and safety training. Interns will meet with their managers weekly at the beginning of their assignment and have informal performance feedback throughout their assignment.

UNAVCO provides many formal and informal learning opportunities; these include team meetings and various company meetings. Interns will be invited to participate in these events as well as other UNAVCO business and social events.

Requirements

- Must be eligible to work in the United States.
- Must be available to participate fully in the program, including ability to arrange transportation and housing for the duration of the assignment.
- Must currently be enrolled as a college junior, senior, or graduate student
- Must complete the online application process as specified in the individual descriptions below.
- You may apply for more than one position.

Interested in the UNAVCO Internship Program?

Visit our website at www.unavco.org for more information about our work. If you are interested in an internship, apply online at www.unavco.org/careers. See "Requirements" above. Please no calls from agencies or recruiters.

Geo-Outreach Specialist/Video & Other Media

Application process closes March 2, 2015

Purpose

The intern will work closely with all departments on new and ongoing projects to communicate via video, the web, social media and other tools about the value and societal impacts of research supported by UNAVCO and the UNAVCO community. The work goals may include:

- Help to produce and post history of UNAVCO video interviews/summaries on YouTube
- Help to produce short videos describing UNAVCO community science and UNAVCO services
- Find and help to communicate new research results, especially via the science section of the UNAVCO website
- Enhance the uses of social media and the web for communicating the value and societal impacts of research supported by UNAVCO and the UNAVCO community

What You Will Learn

You will learn more about geodesy and geodetic tools, enhancing communication skills, building and further developing video, web and social media skills, experiencing and learning about a professional work environment (non-academic) and meeting and learning from a diverse range of UNAVCO staff and UNAVCO community members. This internship will allow you the opportunity to contribute to a series of short videos highlighting UNAVCO's history, services and community science and will help to enhance the science section on the UNAVCO webpage. You may be responsible for editing, storyboarding, animating, shooting, and distributing all or parts of these videos. You may be responsible for creating or editing webpage content. You will contribute to finding and translating research results to dynamic, succinct and publicly accessible content for the web or for other electronic media.

Requirements

- Undergraduate or graduate level student in a geoscience field with film/media/web design experience OR pursuing a media-related undergraduate or graduate degree with an interest in geosciences.
- Proficient with video editing software (e.g. Final Cut Pro or Adobe Premier), web design software (e.g. html or CMS system) and social media tools (e.g. Twitter, YouTube, SmugMug, Pinterest or Facebook).
- A demonstrated interest in science and engineering.
- Enthusiasm for and skill with creative translation of research results for the general public.
- Strong oral and written communication skills.
- Attention to detail.



Summer Internship 2015 - Boulder, Colorado

December 19, 2014

-
- Ability to work independently.
 - Ability to work iteratively and incorporate external feedback.

Desired Skills and/or Experience

- Knowledge of geoscience or more specifically geodesy.
- Experience producing video content from start to finish.
- Experience with posting videos and interacting with communities on YouTube or Vimeo.
- Experience translating research results to dynamic, succinct and publicly accessible content for the web or for other electronic media.
- Ability and the creative interest to quickly learn new software skills in order to design dynamic content.

Working Conditions

- Most work will be performed in a professional casual office environment.

How to Apply to the Geo-Outreach Specialist Internship

- **Please complete the application process by 5:00 p.m. (MDT) on Monday, March 2, 2015.**
 - **In the online application process, please attach a single PDF that contains 3 items: 1. Cover letter explaining your interest in the position and why you are most qualified, 2. Resume, with links to media products if available and 3. List of three references with full contact information.**
 - **In addition, submit a copy of all transcripts by email to intern@unavco.org or U.S. mail to Attn: Outreach Intern, UNAVCO, 6350 Nautilus Drive, Boulder, CO 80301.**

Education & Community Engagement Specialist: Geo-Workforce (ECE-GW)

Application process closes March 2, 2015

Purpose

The ECE Specialist (Geo-workforce) intern will work with ECE staff and remote collaborators to implement initiatives to support graduate students and early career professionals within the UNAVCO and broader geodesy communities. In particular, this intern will research and collate information on participation in the AGU geodesy section, with the goal of developing a strategic initiative to engage new and existing student members and provide services that support student and early career engagement. The intern will:

- Identify the current demographics of the AGU Geodesy section in comparison with other AGU section membership.
- Develop and document a strategy to increase the membership of the geodesy section, particularly focusing on student and early career members, and to increase the engagement of student and early career members.
- Develop and document a plan to facilitate collaboration between AGU and UNAVCO for building geodesy section membership.

What You Will Learn

You will learn and develop skills for effectively working as part of a team. You will strengthen the ability to communicate and collaborate with diverse stakeholders, including professional societies and geoscience non-profits. You will learn to navigate the interface between science and education. You will strengthen your research, communication, and teamwork skills.

Requirements

- Undergraduate student in geosciences or science education
- Interest in working with professional societies to advance membership goals
- Strong oral and written communication skills
- Attention to detail
- Strong organizational skills
- Ability to work independently and collaboratively

Desired Skills and/or Experience

- Knowledge of geodesy
- Experience developing education, outreach, or community engagement materials

Working Conditions

- Most work will be performed in a professional casual office environment

Education and Community Engagement Specialist: Terrestrial Laser Scanning (ECE-TLS)

Application process closes February 2, 2015

Purpose

The ECE Specialist-TLS (Terrestrial Laser Scanning) intern will assist with the development of TLS-focused teaching materials for undergraduate courses. The materials will help support the TLS field education program. Information about the UNAVCO TLS program is available here: <http://www.unavco.org/projects/project-support/tls-support/tls-support.html>. The intern will:

- Develop and refine teaching materials to support the TLS use in field and laboratory courses
- Process TLS data for incorporation into learning activities
- Manipulate data and images in software such as GIS (e.g. ArcGIS) and Adobe Photoshop or Illustrator
- Data processing may also include GPS or spreadsheet work

What You Will Learn

You will learn and develop skills for effectively working as part of a team. You will strengthen the ability to manipulate data to support the creation of effective science classroom learning activities. You will strengthen your knowledge of terrestrial laser scanning (TLS) and potentially also airborne LiDAR. You will increase your ability to manipulate geodesy data to support the creation of effective undergraduate learning activities. You will learn to navigate the interface between science and education. You will strengthen your research, communication, and teamwork skills.

Requirements

- Senior undergraduate or graduate student in geosciences or physical geography
- Experience with GIS software (e.g. ArcGIS), TLS data processing, or computer programming
- Experience working with science data
- Interest in working with science data for educational purposes
- Strong oral and written communication skills
- Attention to detail
- Ability to work independently

Desired Skills and/or Experience

- Knowledge of geodesy
- Experience working with TLS and/or airborne LiDAR data processing

- Experience working with Adobe Photoshop and/or Illustrator
- Experience developing curriculum materials
- Experience developing education, outreach, or community engagement materials

Working Conditions

- Most work will be performed in a professional casual office environment.

Education & Community Engagement Specialist: Geodetic Data for Undergraduate Education (ECE-Undergraduate)**Application process closes March 2, 2015****Purpose**

The ECE Specialist (Geodetic Data for Undergraduate Education) intern will assist with the development of geodesy-focused classroom activities that utilize geodetic data by helping with the data preparation and presentation using different techniques such as GPS, InSAR, LiDAR, gravity, and sea-level altimetry. The activities will become part of the GEodesy Tools for Societal Issues (GETSI) collection that is a part of the Science Education Research Center (SERC). The Intern will:

- Download and process geodesy data for incorporation into classroom learning activities including data from GPS, InSAR, LiDAR, and possibly other data in imagery, spreadsheet, or GIS formats.
- Assist with integrating the data into learning activities for undergraduate geoscience students (geology majors and/or introductory students).

What You Will Learn

You will learn and develop skills for effectively working as a team. You will strengthen your ability to manipulate geodesy data to support the creation of effective undergraduate learning activities. You will learn to navigate the interface between science and education. You will strengthen your research, communication, and teamwork skills.

Requirements

- Graduate student in geosciences or physical geography
- Experience with GIS software (e.g. ArcGIS), MATLAB, ROI_PAC, or other geospatial processing and analysis software or computer programming
- Experience working with science data
- Interest in working with science data for educational purposes
- Strong oral and written communication skills



Summer Internship 2015 - Boulder, Colorado

December 19, 2014

-
- Attention to detail
 - Ability to work independently

Desired Skills and/or Experience

- Knowledge of geodesy.
- Experience working with InSAR, GPS, and/or LiDAR data processing
- Experience developing curriculum materials
- Experience developing education, outreach, or community engagement materials

Working Conditions

- Most work will be performed in a professional casual office environment

How to Apply to the ECE Specialist Internships

- Must complete the online application process including submission of:
 - Resume & cover letter including your Statement of Interest that clearly articulates your professional or academic goals
 - List of three references with full contact information
 - Unofficial Transcript
- You may apply for more than one position



UNAVCO Accounting Internship

Application process closes March 2, 2015

Purpose

The accounting intern will assist with general accounting duties including reconciliations, processing, and provide administrative support. The intern will also assist on special inventory and fixed asset projects, our internal audit, and reporting projects.

What You Will Learn

You will learn and develop skills in relation to basic non profit accounting. You will strengthen your research, communication, and teamwork skills.

Requirements

- Undergraduate or graduate level student in Accounting or Finance
- Interest in nonprofit accounting
- Minimum GPA of 3.0

Desired Skills and/or Experience

- Nonprofit coursework experience
- Prior nonprofit accounting experience

Working Conditions

- Most work will be performed in a professional casual office environment

How to Apply to the Accounting Internship

- Must complete the online application process including submission of:
 - Resume & cover letter including your Statement of Interest that clearly articulates your professional or academic goals
 - List of three references with full contact information
 - Unofficial Transcript
- You may apply for more than one position