

2018 ISDA – DSC Intern – SUMMER Communications/Design

Job Description 12/6/17

I. Duties:

Incumbent serves as a support technician to ISDA Division of Soil Conservation (ISDA-DSC) staff based in the Indianapolis state office and field office locations throughout the state by providing soil and water resource-related technical assistance to sustain the ISDA – DSC mission of helping landowners improve soil health and water quality. The assistance consists of leading various small projects which involve the communication and marketing of measures that protect and enhance the quality of soil and water and other natural resources. In addition to collaborating with ISDA staff, the incumbent may work cooperatively with conservation partners to complete job assignments.

Some specific projects may include:

- Creating and editing interactive GIS concepts to demonstrate local, state and federal soil and water conservation outcomes, programs, staffing, and funding mechanisms. An example can be found at: <http://arcg.is/1PCUdrl>
- Designing soil and water conservation focused infographics and fact sheets
- Producing and editing videos of conservation efforts throughout the State
- State Fair
- Other projects as assigned

II. Knowledge Required by Position:

- In progress of at minimum a Bachelor of Science Degree from an accredited university or college in physical or earth sciences, natural resources, biology, or agriculture
- Knowledge of soil and water conservation theories, principles, techniques, and practices, with knowledge in the design, application, installation, and maintenance of those practices
- Agricultural knowledge
- Ability to maintain a valid driver's license
- Knowledge of the Microsoft Office suite, namely Publisher
- Design software- namely Adobe Premier highly sought after
- Works well with others on a team
- Works independently when necessary to complete job assignments

III. Difficulty of Work:

Incumbent is responsible for achieving work assignments, scheduling and setting work priorities, interpreting and applying agency policy and guidelines, and performing all duties in an accurate, ethical, and courteous manner. Incumbent may work for extended periods without direct supervision.

IV. Personal Work Relationships:

Incumbent is in frequent contact with ISDA employees, employees of other agencies, and occasionally interacts with land users and the general public while completing job assignments.

V. Physical Effort and Work Environment:

Incumbent must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Incumbent may occasionally work outdoors under all types of weather and terrain conditions while carrying measuring equipment. Some travel throughout the state may be required to fulfill job assignments.

VI. Span of Control:

Incumbent is responsible to the Director of the Division of Soil Conservation. Incumbent does not supervise others.

For Questions, contact Leah Harmon, 317-607-4127, lharmon2@isda.in.gov

Send Cover Letter, Resume, and Three References to Leah Harmon lharmon2@isda.in.gov

Deadline to apply: January 5, 2018 at 11:59 pm