



## Tennessee Department of Agriculture

### East TN Nursery Internship 2024

The Tennessee Department of Agriculture, Division of Forestry is seeking an intern for the dates of May 20, 2024 – August 9, 2024, at the East TN Nursery. This position is assigned to the Tennessee Division of Forestry, East TN Nursery, Reforestation Unit and will be responsible for assisting with updating excel files and statistical data analyzes that are used in the sowing and care of both hardwood and pine native seedlings.

#### Location:

East TN Nursery, Delano TN with the part of the time being available to working remotely.

#### Examples of job duties include:

##### East TN Nursery Seedling Program:

- Under the direction of the Reforestation Unit Leader and East TN Nursery Staff the chosen candidate will receive hands on experience with the Tennessee Division of Forestry seedling program.
- An introduction and some experience will be gained in the operations of a bareroot native seedling facility.

##### Seedling Statistical Data Analysis:

- Under the direction of the Reforestation Unit Leader and the East TN Nursery Administrative Assistant; work toward the implementation and updating of seedling management database.
- Assist Tennessee Division of Forestry personnel reviewing historical records of sales and operational costs of the East TN Nursery.
- Assist Tennessee Division of Forestry Personnel updating the existing excel sow sheet and inventory documents.

**Other duties may be assigned as needed.**

## Education:

- High School Diploma
- Currently seeking a degree in forestry, natural resource management, biology or statistics.
- Must be skilled in using formulas in Microsoft Excel program
- Must be in good academic standing with a GPA of 2.5 or higher.

## Essential Knowledge and Required Skills:

- The ideal candidate will be a detailed-oriented self-starter and a team player. The ideal candidate will demonstrate knowledge of using formulas in Microsoft Excel program. Oral and written communication skills are recommended.

## Working Conditions:

- Primarily office work including traveling and navigating in rural and urban areas for spongy moth survey and other forest health surveys.
- Work will may include data management and writing instructions for the use of the documents, with supervision from Reforestation Unit Leader. These documents are used in preparing for both the planting and inventory of the seedlings being grown at the Nursery.
- Independent work will be required with supervision from the Reforestation Unit Leader.
- Appropriate clothing and footwear will be required while gaining experience in the field on how to care for both hardwood and pine bareroot seedlings.
- Candidate will be expected to use a personal vehicle for travel to the Nursery when required but will be reimbursed for mileage with proper documentation. The first and last week of the internship will require multiple days at the Nursery for instructions and information gathering and explanation.

## Comments:

- This is a paid internship.
- Some overnight travel may be required. Work related overnight travel expenses will be reimbursed in accordance with Tennessee State Policies.
- For more information on the Tennessee Department of Agriculture, Division of Forestry please visit: <https://www.tn.gov/agriculture/forests.html>.

## Working Conditions:

- This internship is primarily office-based with the possibility of some travel

## How to Apply:

To apply for this internship opportunity, please send the following documents to [jamyefreeman@tn.gov](mailto:jamyefreeman@tn.gov) :

- Resume
- Cover Letter
- Most recent education transcript
- 2 professional letters of recommendation
- DD214 (Veteran Candidates only)

**ALL APPLICATIONS MUST BE SUBMITTED BY FRIDAY MARCH 22, 2024**

## Other Information:

- The State of Tennessee and the Tennessee Department of Agriculture is an Equal Opportunity Employer. Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veterans status, or any other category protected by state of and/or federal civil rights laws.