**Summer Intern for GeoFORCE**

**Hiring Department: Jackson School of Geosciences – GeoFORCE Texas**

**Program: GeoFORCE Texas**

**Compensation:** $20/hour

**Position Duration:** Temporary

**Location:** Austin - J. J. Pickle Research Campus (North Austin)

**Number of Vacancies:** 2

**General Notes:** Substantial travel is associated with the position. Those selected will be required to attend training at J. J. Pickle Research Campus on May 21st and May 22nd. Overtime in the amount of 40+ hours is expected.

**GeoFORCE Mission**

GeoFORCE is a youth education outreach program that targets underserved and low-income communities in Austin, Houston, and Southwest Texas. The Jackson School of Geosciences at the University of Texas created GeoFORCE to identify and develop the next generation of STEM leadership for discovery, research, and management of energy, minerals, water, the environment, and natural hazards for the benefit of society.

**Position Description**

The GeoFORCE Summer Interns will support the full-time GeoFORCE coordinators in and out of the office for the entirety of the summer. This full-time temporary position will include administrative duties, supply organization, and in-field support.

**Essential Functions**

* Organize and prepare supplies for all in-field GeoFORCE Texas summer academies. 20%
* Compile, upload, organize, and submit receipts for credit card reconciliation under supervision of Senior Program Coordinator. 20%
* Coordinate at least one in-field academy under the supervision of assigned FTE coordinator. Fill in summer staff roles in the case of an emergency (counselor, trail driver, etc.) as needed. 20%
* Develop and lead the virtual summer academy in collaboration with other interns and hired virtual academy instructor. 15%
* Provide support for coordinators in the field by communicating academy plans and details with the JSG business office, the UT Austin Youth Protection Program, external vendors, and other associated stakeholders. 10%
* Monitor the main GeoFORCE email account, addressing or assigning all inquiries. 10%
* Other duties as assigned by FTE coordinators of the GeoFORCE Texas program. 5%

**Required Qualifications**

Recent graduate or currently enrolled at a 4-year college or university.

**Preferred Qualifications**

Experience with the function and process of a GeoFORCE summer academy.

**Working Conditions**

* Will work around standard office conditions.
* Will involve airplane, bus, and/or automobile travel. Heavy travel in the months of June and July.
* Will work outside. May work in all weather conditions and in extreme temperatures.
* Daily activities may include climbing stairs, hiking unpaved paths, and/or lifting or assisting in lifting up to 50 lbs. Employees are welcomed and encouraged to request reasonable workplace accommodations.

**Notes**

Candidates for the GeoFORCE instructor position are subject to all UT all policies as set forth by the University of Texas Youth Protection Program, UT Human Resources, and GeoFORCE Texas:

* [Youth Protection Program Guidebook](https://youthprotectionprogram.utexas.edu/directors/guidebook/)
	+ Zero-tolerance no alcohol policy throughout the field experience
	+ Child-safety training
* [UT Camp Worker Guide](https://hr.utexas.edu/sites/hr.utexas.edu/files/camp_workers_guide.pdf)
	+ A criminal history background check will be required for finalist(s) under consideration for this position.
	+ If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documentsto prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification. Documents must be presented no later than the third day of employment. Failure to do so will result in dismissal.

The University of Texas at Austin, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination.