The Pennsylvania Department of Transportation Announces

2019 Summer Internships in Cultural Resource Management

PennDOT's Cultural Resource Management Program anticipates offering internships in cultural resource management and historic preservation at the Central Office in Harrisburg Pa. and in Indiana, Pa. at Indiana University of Pennsylvania. Interns will be directly involved in important research on the management, study and stewardship of archaeological sites and historic resources affected by transportation projects. They'll also be exposed to the full range of job skills and employment opportunities in Cultural Resource Management through formal seminars and rotations in GIS, curation, archaeological field work, project assessment, consulting, environmental review, and National Register evaluation.

Our internships, part of the Department's Engineering, Scientific and Technical Internship Program (ESTI), pay $13.23/hour, and undergraduate or graduate credit may be available through your university department. Preference will be given to applicants with previous exposure to GIS, database management, and archaeological, historical, or historic preservation course work and field experience in the Middle Atlantic region. Excellent communication skills are important. While ESTI applications are open until the end of March, **we ask our applicants to submit their applications by the end of January, 2019. Interviews typically are scheduled in February and March.**

Requirements:

Students **must** be registered fulltime (carrying 12 or more undergraduate credits or 9 or more graduate credits) for the fall semester 2019, and in good academic standing to be considered for internship positions for summer 2019.

The following majors will be considered for Cultural Resource Management internships:

> **Anthropology, Archaeology, Cultural Resource Management, Historic Preservation, Preservation Planning, History, Architectural History, Geography/GIS, Geology, American Studies, Communications Media**

Students must also have completed their 1st year in a 2-year Associate Degree Program or their 1st year in a 4-year Bachelor Degree Program.

To Apply: **Please submit an application on-line at** https://www.governmentjobs.com/careers/pabureau/jobs/2296590/penndot-summer-internship-program-central-office-harrisburg-opportunities?pagetype=transferJobs **If you have questions about the application please contact Dan Shiffka at from the Office of Administration, at** RA-pdSeasonProgram@pa.gov

ALSO please submit:
- **A resume or curriculum vita with references**
- **One page writing sample** to Joe Baker at the address below (**email with attachments preferred**). You can also contact Joe with any technical questions you might have about the Summer Internships in Cultural Resource Management.

Joe Baker
C/O PennDOT Bureau of Project Delivery, Environmental Policy and Development
400 North Street, 7th Floor Keystone
Harrisburg, Pa 17120
(717) 705-1482
joebaker@pa.gov

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Instructions and Notes for The Cultural Resources Internships

- If you have questions about or problems with the on-line application you can contact Dan Shiffka, from the Office of Administration, at RA-pdSeasonProgram@pa.gov

- <u>University Registration</u>: Students <u>must</u> be registered fulltime (carrying 12 or more undergraduate credits or 9 or more graduate credits) for the fall semester 2019, and in good academic standing to be considered for internship positions for summer 2019. There are no exceptions to this rule and the University Registrar will be required to certify that you meet these requirements. For the Cultural Resources internships, only students with the following majors are approved for internship consideration: Anthropology, Archaeology, Cultural Resource Management, Historic Preservation, Preservation Planning, History, Architectural History, Geography/GIS, Geology, American Studies, Communications Media

- <u>Resume</u>: Be sure to include two or three personal and/or professional references we can contact. While a course transcript is not required, you may include one with your resume, and/or include your GPA.

- <u>Writing Sample</u>: The purpose of the writing sample is simply to demonstrate your communication skills. The best samples are drawn from the applicant's major course of study and are clear, succinct and organized. Please limit the sample to a single page.

- <u>Deadlines</u>: While the formal application deadline for the ESTI program is March 29th, we typically interview Cultural Resource candidates in February and Early March, and have selected our preferred candidates by mid-March. <u>We strongly urge all applicants to submit your applications no later than January 26th, 2018.</u>

- <u>Submission</u>: Submit your <u>resume or curriculum vita with references</u>, and a <u>one page writing sample</u> to Joe Baker (email with attachments preferred).