

# **Announcement**

## **2008 Summer Internships at the JC Raulston Arboretum**

The **JC Raulston Arboretum** is pleased to announce its **2008 Summer Intern Program**. Several philanthropic individuals and groups have generously established these opportunities to enrich the educational experience of students and to assist the Arboretum staff in fulfilling its educational and public garden mission. Full-time (38 hrs/week) and part-time internship (20 hrs/week) opportunities are available this year.

Interns will be involved in a wide variety of activities, including general grounds management activities (weeding, watering, edging), plant installations, structural and hardscape installation, plant propagation, and nursery management. Interns will also work with the installation and maintenance of the summer color beds, container gardens, and the rooftop garden collection.

All interns will have the opportunity to become familiar with other Arboretum activities, including site map production, plant records, Web site features, digital photography, and improving interpretative signage throughout the Arboretum.

### **General Application Criteria and Guidelines**

- Full-time student status in a two or four-year college program is required. Students who are eligible to graduate at the end of this (spring) semester are eligible to apply.
- You may apply for either internship category by ranking your choices on the application form (page 2).
- Please include a current resume with your application.
- Include two letters of recommendation to support your application. Letters should be enclosed in a sealed envelope and submitted with your application packet. Alternatively, letters can be sent directly to Dennis Werner at the JCRA.
- All application materials must be received by March 28, 2008. All internships last 12 weeks and begin on May 12, 2008, or as arranged. Compensation = \$9.50/hr.
- Contact Dennis Werner at (919) 513-7006, or [dennis\\_werner@ncsu.edu](mailto:dennis_werner@ncsu.edu) to receive an application form, or obtain one from the JCRA Web site.

**Application**  
**2008 Summer Internships**  
**JC Raulston Arboretum**

\*\*\*Include this sheet with your cover letter and other application materials\*\*\*

Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing address \_\_\_\_\_

Professional references \_\_\_\_\_

\_\_\_\_\_

Application procedure:

1. Rank your internship choices (1 = first choice)

\_\_\_\_ Grounds management part-time (20 hrs/week)

\_\_\_\_ Grounds management full-time (38 hrs/week)

2. Provide a cover letter stating your reasons for your interest in a JCRA internship.

3. Provide a current resume.

4. Include 2 letters of recommendation. Each letter should be enclosed in a sealed envelope and submitted with the application packet. Alternatively, letters can be sent directly to Dennis Werner at the JCRA.

5. All application materials must be received by March 28, 2008. All internships pay \$9.50/hr and last 12 weeks beginning May 12, 2008 or as arranged.

6. Send all application materials to: Dennis Werner, JC Raulston Arboretum, NCSU Box 7522, Raleigh, NC 27695-7522, or materials may be delivered directly to the reception desk in the Ruby McSwain Education Center.