

Thank you for your interest in the **Aquarist Internship** at the Como Park Zoo and Conservatory. This internship is offered year- round. Preference is given to applicants currently enrolled in a related field of study.

Intern must:

- Be currently enrolled in a degree program
- Be available for at least 12 weeks
- Be available for at least 16-24 hours a week (depending on time of year)
- Meet all qualifications listed in the position description (next page).
- Secure and receive college credit for the internship

A complete intern application must include:

- Cover letter indicating reasons for interest in a Como internship
- Resume summarizing education and employment experiences
- Two letters of reference; at least one reference submitted by a college instructor with knowledge of your academic performance and commitment to your major.
- Completed Internship Application form (see below)

Deadlines for applications:

Fall semester: August 15th

Spring semester: November 15th

Summer semester: March 15th

*applications will be received until all positions are filled

Saint Paul Parks and
Recreation



City of Saint Paul

If you need more information contact:

Como Park Volunteer/Intern Services Office
comovolunteers@ci.stpaul.mn.us
651-487-8252

Mayor
Christopher B.
Coleman

Aquarist Intern

The Aquarist Internship is designed to be a volunteer career learning experience with Como Zoo's numerous water exhibits including many fish and amphibian species. Interns will gain firsthand experience in working with fresh and salt water fish including South American and African species, seahorse exhibit, animal holding and quarantine, Aquatic Amphibians, as well as some terrestrial amphibians and reptiles, water chemistry, analysis and mitigation, data collection, food preparation, exhibit maintenance, public presentations, aquatic life support systems and animal husbandry. College credit is required. This internship is offered each semester and a minimum 12 weeks of 24 hours per week May through September, or 16 hours per week for all other periods.

DUTIES:

- maintenance support for the desired quality in exhibit aesthetics, acrylic cleaning and other duties associated with preparing exhibits
- assist with daily diet preparation
- assist with daily feeding and animal husbandry
- exhibit and holding area maintenance including water changes and filter maintenance
- assist with routine record keeping and participate in weekly veterinary consultation
- assist with water analysis including water chemistry lab, records and reporting issues to aquariums/life support staff
- provide routine animal observation, reporting any concerns to the keepers on duty
- perform other duties as assigned

RESPONSIBILITIES:

- demonstrate safe, professional and respectful behavior in all work areas
- follow established policies and procedures while on duty and within Como Campus
- address issues and concerns in a timely and professional manner
- work pre-arranged shift (minimum: 24 per week summer, 16 hours per week all other semesters)
- be willing to work weekends and holidays, as required
- give advanced notice for shift changes
- fulfill all training requirements and provide feedback

QUALIFICATIONS:

- during the internship period must be currently enrolled in a undergraduate degree program in zoology, biology or a related field; preference given to those interested in career as an aquarist or closely related field
- obtain prior approval for college credit for the internship
- demonstrate high quality work independently or with a team
- be able ability to lift objects in excess of 50 lbs. daily, and periodic lifting in excess of 70 lbs
- be able to endure exposure to very hot and cold temperatures on a regular basis, excessive smells, wet environments and bending/standing/ladder climbing



Internship Application

Please type or print clearly

Personal Information

| | | |
|----------------|--------------|-----------------|
| Name: _____ | | |
| E-mail: _____ | Phone: _____ | |
| Address: _____ | | |
| City: _____ | State: _____ | Zip Code: _____ |

Education

| |
|--------------------------------------|
| College: _____ |
| Year in School: _____ |
| Course Concentration/Major: _____ |
| Career Goals: _____ |
| Other Skills/Special Training: _____ |
| _____ |
| Hobbies/Interests: _____ |

Internship Selection

| |
|---------------------------------------------------------------------|
| What internship(s) are you interested in? List preferences: |
| 1. _____ 2. _____ |
| Reason(s) you applied at for Como Internship: _____ |
| _____ |
| Your ideal internship would provide experience in what areas? _____ |
| _____ |
| _____ |
| Between what dates are you available? _____ |
| Are there any dates you are not available? _____ |

Employment/Volunteer History

List most recent experience first

| |
|--------------------------------------|
| Employer/Agency: _____ |
| Dates of Employed/Volunteered: _____ |
| Duties: 1. _____ 2. _____ |
| 3. _____ 4. _____ |
| Employer/Agency: _____ |
| Dates of Employed/Volunteered: _____ |
| Duties: 1. _____ 2. _____ |
| 3. _____ 4. _____ |

Other Information

| |
|----------------------------------------------------------------------------------------------|
| Will you receive college credit for your internship? _____ YES _____ NO |
| Note your institution's internship requirements (total hours, tasks, outcomes, etc.) _____ |
| _____ |
| _____ |
| _____ |
| All of our internship positions are unpaid, is this condition acceptable? _____ YES _____ NO |
| Where did you hear about Como Zoo's internship opportunities? _____ |
| _____ |

In addition to this application, include:

- **Cover letter**
- **Resume, and**
- **Provide, or arrange to have submitted, two letters of reference/recommendation**

RETURN TO:

Como Park Zoo & Conservatory
Como Park Volunteer/Intern Services
1225 Estabrook Drive
St. Paul, MN 55103

Fax: 651-487-8278
Phone: 651-487-8252
comovolunteers@ci.stpaul.mn.us