

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

Intern must:

- Be currently enrolled in a related degree program
- Be available for at least 20 hours per week over a school semester
- Meet all qualifications listed in the position description (next page)
- Receive college credit for the internship

A complete application packet 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
- Complete 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

If you need more information contact:

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

Saint Paul Parks and
Recreation



City of Saint Paul

Mayor
Christopher B.
Coleman

PRIMATE INTERN

Como's Primate Internship is designed as a volunteer career learning experience. Interns will gain first hand experience in primate husbandry, food preparation, operant conditioning, enrichment, and data collection. There will be an opportunity to work toward accomplishing a special research, observational, or school project. College credit required. Internships are available in year round with a minimum commitment of 12 weeks, 20 hours per week.

DUTIES: (All times are approximate)

- Cleaning: 25% of the time is spent maintaining a clean and healthy environment
- Enrichment: 25% of the time is spent researching, constructing and providing enrichment
- Food preparation: 20% of the time is spent preparing diets for the primate collection
- Record keeping: 10% of the time is spent maintaining animal records, job duties accomplished, and other records that are assigned by the primate staff
- Public interactions: 5% of the time spent interacting with the public and answering guests' questions
- Special project: 15% of the time is spent working toward accomplishing a special project; this may be a college requirement or assigned by the primate staff.



QUALIFICATIONS:

- Currently be in a degree program in zoology, biology, and looking to work specifically with primates
- Demonstrate high quality work and work well independently or with others in a team effort
- Be available to work a regular schedule that includes weekdays, weekends, and holidays
- Have the ability to stand, stoop, bend, reach, climb and lift up to 50 pounds
- Proof of rabies and hepatitis B vaccination plus a negative mantoux (TB) test result current to 6 months of start date
- Possess a valid Minnesota or equivalent out-of-state class D driver's license
- Obtain prior approval for college credit for the internship

Application Procedure

Deadlines for applications: (applications will be received until all positions are filled)

Fall semester: August 15th
 Spring semester: November 15th
 Summer semester: March 15th

Requirements: (Your application is not complete until all items are received)

- Cover letter indicating reasons for interest in an internship at Como
- Resume indicating education and employment experiences
- Two letters of reference, at least one from a professional within your primary field of study
- Completed Internship Application (see below)



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