

YOUR CAREER IN THE LAST FRONTIER™

DON'T JUST READ ABOUT IT — EXPERIENCE IT!

First, we want to say thank you for your interest in the Alaska Department of Fish and Game – ADF&G for short! The department's mission of protecting, maintaining, and improving the fish, game, and aquatic plant resources of the state is guided by language straight from Alaska's constitution. In fact, Alaska is the only state in the nation that has such a constitutional mandate, and we take this responsibility very seriously. We manage approximately 750 active fisheries, 26 game management units, and 32 special areas. Plus, our department has 1,700 employees and an annual operating budget of almost \$200 million, so there are countless opportunities to become part of our team.

A great way to get your foot in the door with our department is through an internship. Internships with us can be an experience of a lifetime that will allow you to explore some of the most beautiful areas of our state and challenge you in ways you would never expect. An ADF&G internship promises adventure, access to the great Alaska outdoors, and meaningful relationships with professionals working in the field. This is not your average internship; we want you to get your hands dirty and experience the best of Alaska!

Inside this packet you will find everything you need to know about interning with ADF&G – from detailed descriptions about each division to popular myths about living in Alaska. We're here to set the record straight!

Alaska is an amazing place to discover a career, and this internship is unlike any other. We hope you will consider joining us and experiencing all Alaska has to offer.

We look forward to hearing from you.

dfg.internships@alaska.gov
907-465-6347



**ALASKA DEPARTMENT
OF FISH AND GAME**
OPPORTUNITIES
YOUR CAREER IN THE LAST FRONTIER™



ALASKA DEPARTMENT OF FISH & GAME DIVISIONS

CHOOSE YOUR CAREER IN THE LAST FRONTIER!

ADF&G has regional offices in Juneau, Anchorage, Kodiak, and Fairbanks with area offices throughout the state, providing you with unlimited opportunities to explore Alaska!

OFFICE OF THE COMMISSIONER *

Provides leadership and sets department policy and budgetary goals. Holds the primary responsibility for ensuring the department's mission of managing Alaska's fish and wildlife resources is fulfilled. Examples of policy issues include intensive management, climate change, and endangered species. The Office of the Commissioner represents Alaskan interests in international fisheries negotiations, as well as participates in numerous regional and international groups such as the North Pacific Fishery Management Council, the Exxon Valdez Oil Spill Trustee Council, and the International Pacific Commission.

PERFECT FOR YOU IF YOU'RE MAJORING IN:

- fisheries management
- wildlife management
- natural resource management
- biological sciences
- political science and/or pre-law
- public and/or business administration
- economics
- communication

DIVISION OF COMMERCIAL FISHERIES

Manages all the state's commercial and subsistence fisheries in addition to personal use fisheries in salt water, oversees existing fishery resources and the development of new fisheries, and regulates private non-profit fish hatcheries and aquatic farming. The Division of Commercial Fisheries also manages crab, scallops, and some rockfish species in federal waters and participates in international fisheries negotiations. Positions can focus on marine or freshwater fisheries for salmon, herring, shellfish, or groundfish; fisheries research; or fisheries enhancement, rehabilitation, or development through aquaculture or mariculture. Many positions provide ample opportunity to interact with the public and require good interpersonal skills, while

others emphasize the ability to perform advanced statistical analyses.

PERFECT FOR YOU IF YOU'RE MAJORING IN:

- fisheries science/management
- natural resource management
- biological sciences
- statistics/biostatistics
- population dynamics
- aquatic or marine biology/ecology
- limnology
- aquaculture or mariculture
- computer science

DIVISION OF SPORT FISH

Responsible for protecting and improving Alaska's recreational fisheries resources by employing a local area-based management approach based on sound scientific practices, objective-based research, and habitat protection and restoration. The Division of Sport Fish manages two hatchery production facilities to enhance recreational fishing opportunities and protects, maintains, and improves boating and angler access to Alaska's recreational fisheries. The Division of Sport Fish also advocates public resource stewardship and sustainable use through educational and fishing skills development programs.

PERFECT FOR YOU IF YOU'RE MAJORING IN:

- fisheries science/management
- natural resource management
- biological sciences
- statistics/biostatistics
- aquatic or marine biology/ecology
- aquaculture or mariculture
- resource economics
- computer science

*Internships with primarily administrative duties are limited to Alaskan residents only.

DIVISION OF WILDLIFE CONSERVATION

Manages Alaska's terrestrial wildlife populations, including black and brown bears, wolves, moose, caribou, deer, sheep, mountain goats, muskoxen, river otters, marten, mink, lynx, and wolverines. It also manages upland game birds, including ptarmigan and grouse. The Division of Wildlife Conservation conducts research to quantify and understand movements, habitat use, feeding behaviors, and other aspects of animal life histories. The division also surveys populations of wildlife to determine their status and trends. Surveys are conducted from the ground as well as from aircraft. The division provides a number of public services, including issuing hunting and trapping tags and permits, offering hunter and firearms safety education, and providing conservation education. Field work is extensive and offers incredible opportunities to spend time in remote wild places and observe wildlife in their natural settings.

PERFECT FOR YOU IF YOU'RE MAJORING IN:

- wildlife science/management
- biological sciences
- natural resource management
- animal physiology
- animal behavior
- biotelemetry, statistics, or biostatistics
- resource economics

DIVISION OF HABITAT

Participates in the review of proposed land and water use activities within the state; reviews and issues permits for activities in rivers, lakes, and streams recognized as important fish and wildlife habitat; and writes plans and issues permits for activities in Legislatively Designated Special Areas. The Division of Habitat balances resource development with the proper protection of fish and wildlife resources and their habitat.

PERFECT FOR YOU IF YOU'RE MAJORING IN:

- biological sciences
- fisheries management
- wildlife management
- oceanography
- forestry
- natural resource management
- biometrics

DIVISION OF SUBSISTENCE

Conducts and provides baseline research information on subsistence uses of wild resources by Alaskans, which have a priority under state law. Research results assist the department and Alaska Boards of Fisheries and Game in providing a reasonable opportunity for subsistence uses of Alaska's fish, game, and aquatic plants.

PERFECT FOR YOU IF YOU'RE MAJORING IN:

- anthropology
- sociology
- geography
- northern studies (or closely related field)
- computer science
- statistics and mathematics
- management information systems
- geographic information systems

DIVISION OF ADMINISTRATIVE SERVICES *

Provides support department-wide by managing department budgets, procurement services, IT services, HR and workforce development services, and fish and game licensing.

PERFECT FOR YOU IF YOU'RE MAJORING IN:

- public and/or business administration
- political science
- information technology
- finance or accounting
- economics
- communication

BOARDS SUPPORT SECTION *

Administers the public process for the state's fish and wildlife regulatory system and ensures the public has an opportunity to participate in the process. The Boards Support Section provides assistance to the Board of Fisheries, Board of Game, and the 82 statewide local fish and game advisory committees.

PERFECT FOR YOU IF YOU'RE MAJORING IN:

- interdisciplinary programs
- business administration
- biological sciences
- art or graphic design
- journalism
- accounting
- communications

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LEVELS OF INTERNSHIPS & ELIGIBILITY

WHAT INTERNSHIP LEVELS DO YOU QUALIFY FOR?

One of the best things about ADF&G's Internship Program is the variety of levels of internships we offer. This allows you to match your experience and academic stage to the proper internship level, while tailoring your internship to reflect your interests and academic needs.

The range of pay for ADF&G internships varies depending on the level of the position and location. Pay ranges from \$13 to \$25 an hour (Anchorage base pay).

Questions about our internship levels? Contact us to determine which program level applies to you! dfg.internships@alaska.gov

HIGH SCHOOL STUDENTS:

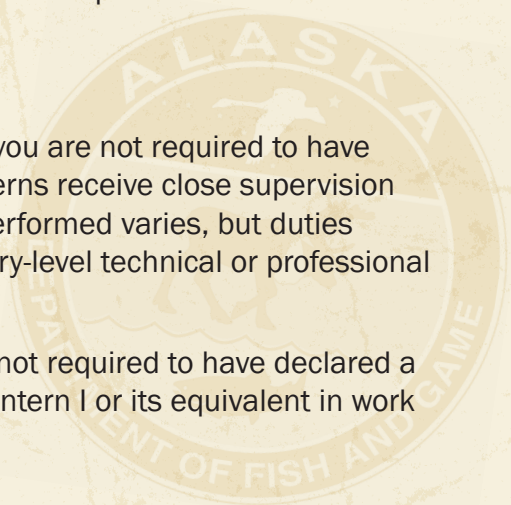
Student Intern I – You will receive immediate supervision and on-the-job training that compliments your current academic studies.

Student Intern II – Under close supervision, interns will perform meaningful assignments that integrate with their academic study. This level is for juniors (or the equivalent), students who have already been a Student Intern I, or students who have had six months of previous work experience.

UNDERGRADUATE STUDENTS:

College Intern I – At this level, you are not required to have declared a major or degree. Interns receive close supervision and on-the-job training. Work performed varies, but duties assigned typically equate to entry-level technical or professional work.

College Intern II – Though still not required to have declared a major, experience as a College Intern I or its equivalent in work



experience is required. Interns at this level work under more general supervision, while still receiving on-the-job training that is complimented with academic study. Typical work duties continue to be in the entry-level technical or professional range.

College Intern III – This the first level in the College Intern group in which you are required to have declared a major in a degree field directly related to the work you'll be doing during your internship. Under minimal direction, you will continue to receive on-the-job training that is integrated with your formal academic study. Generally, details of assigned tasks are left to your judgment with assistance provided by the supervisor, if needed.

College Intern IV – This is the final level of the College Intern group. At this level, you have declared a major in a degree field directly related to your assigned duties at ADF&G or completed seven full semesters or nine quarters of college level coursework. Your on-the-job training will continue to compliment academic study, but the tasks assigned will primarily reflect professional duties rather than technical duties.

GRADUATE STUDENTS:

Graduate Intern I – At this level, you must have successfully earned a bachelor's degree in a field directly related to the assigned duties and have begun participation in a graduate level curriculum.

Graduate Intern II – This is the final level of ADF&G internships. At this level, you have either successfully completed a Graduate Intern I position, or attended and completed three full semesters or four quarters of graduate level coursework.



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ARE YOU ELIGIBLE?

TO BE ELIGIBLE FOR AN ADF&G INTERNSHIP, YOU MUST MEET THE FOLLOWING REQUIREMENTS:

1. Must be at least 16 years of age (if under 16, contact dfg.internships@alaska.gov for more information).
2. Must be currently enrolled as a full-time student in a high school, college/university, or graduate study program. For a summer internship, you must have been a full-time student during the immediately preceding spring semester and have proof of continuance of full-time studies in the upcoming school year. Seniors may intern through August 31 following graduation.
3. Must be in good academic standing (as defined by your school) and must provide a "Statement of Eligibility" and a current unofficial transcript from your school to certify your student status.
4. Must have a grade point average of 2.0 or higher.
5. Non-Alaskan residents are only eligible for internships posted on careers.adfg.alaska.gov.

TIMELINE FOR SUMMER INTERNSHIPS*

FALL & SPRING

ADF&G is creating internship positions and recruiting prospective interns.

FEBRUARY

Application period for summer internships posted on careers.adfg.alaska.gov.

MARCH/APRIL

ADF&G interviews and selects applicants for hire.

JUNE

Most internships begin in late May or early June.

AUGUST

Internships are completed by late August or early September, along with final evaluations.

SEPTEMBER

Following a completed internship, interns present their experiences to peers and staff before returning to their school for the next semester.

*If you're applying for a year-round internship, please contact dfg.internships@alaska.gov for a timeline.

INTERNSHIP APPLICATION CHECKLIST

DOUBLE CHECK TO MAKE SURE...

- ☐ Did you review eligibility requirements and confirm you are in good standing to apply for an internship?
- ☐ Have you contacted the ADF&G Internship Coordinator to sign up for e-mails?

dfg.internships@alaska.gov
- ☐ After signing up for notification e-mails, are you watching for messages about available internships?
- ☐ Interested in an available internship? Note the Internship Posting label, review the guidelines at the bottom of the application form, and send the following application materials to dfg.internships@alaska.gov:
 - Internship Application Form
 - Resume or Workplace Alaska Applicant Profile
 - Cover Letter
 - A Copy of Your Latest Transcript
 - Two (2) Letters of Recommendation
 - Statement of Eligibility/Proof of Enrollment
 - State of Alaska Pre-Employment Certification Form

These materials can be found at careers.adfg.alaska.gov under *Resources*.

ADF&G internships not coordinated through this program are posted on Workplace Alaska throughout the year and are open only to Alaskan residents. Check out workplace.alaska.gov.



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TOP ELEVEN REASONS TO INTERN WITH ADF&G

1. **GAIN VALUABLE HANDS-ON EXPERIENCE** in a state known for its natural resources, sustainability, and outdoor opportunities.

2. **STUDY AND WORK WITH LEADING EXPERTS**

in your field; ADF&G hires only the best.



3. **SEE THE SIGHTS:**

Mt. McKinley, North America's largest peak, the Northern Lights, whale watching in the Inside Passage, nearly 20 National Parks and Reserves, the nation's largest national forest, and many more scenic adventures.

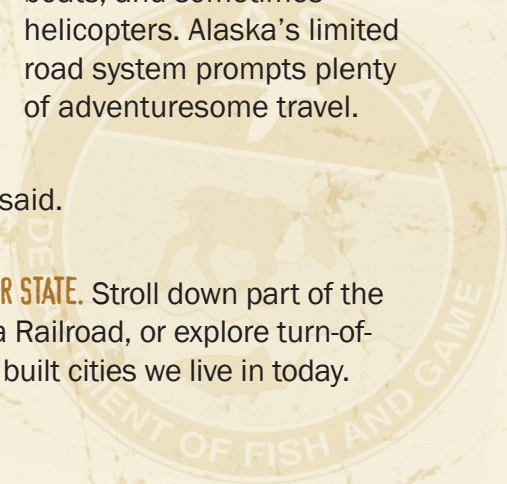
4. **GET PAID TO HAVE FUN!** Earn money for college while enjoying the Alaska outdoors.



5. **TRAVEL AROUND THE STATE** via a variety of unique means of transportation – float planes, boats, and sometimes helicopters. Alaska's limited road system prompts plenty of adventuresome travel.

6. **EARN ACADEMIC CREDIT.** Enough said.

7. **EXPERIENCE THE RICH HISTORY OF OUR STATE.** Stroll down part of the Iditarod Trail, ride the Alaska Railroad, or explore turn-of-the-century gold mines that built cities we live in today.



8. **LEARN ABOUT ALASKA'S MANY CULTURES** and visit villages off the road system.

9. **LIVE IN A STATE THAT HAS THE BEST HUNTING, FISHING, AND TRAPPING OPPORTUNITIES IN NORTH AMERICA.**

Alaska is one of the most ecologically diverse corners of the world, and you can experience all it has to offer – oceans, mountains, glaciers, hiking, boating, camping... it's all waiting for you!



10. **DEVELOP PROFESSIONAL CONNECTIONS**

and references. The people you work with and the relationships you build will set you apart from the rest.

11. **HAVE THE ABILITY TO TRANSITION INTO A CAREER** with the Alaska Department of Fish and Game. It's so good you might not want to leave.



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TOP ELEVEN MYTHS ABOUT LIFE IN ALASKA

GET TO KNOW THE REAL ALASKA

MYTH: ALASKA IS A DESOLATE WILDERNESS — UNTAMED AND UNCIVILIZED.

FACT: Many metropolitan areas in Alaska offer a thriving city life! While much of Alaska is undeveloped land, some of the state's larger cities—Juneau, Fairbanks, and Anchorage, all where ADF&G regional offices are located—host a variety of cultural and cosmopolitan activities within the city limits.

MYTH: IT'S ALWAYS COLD, AND I WILL LIVE IN AN IGLOO.

FACT: In the summer months, Alaska can be hot! The average high temperature in July in Fairbanks is 73 degrees, and temperatures can reach the upper 90s. Daily life for most Alaskans is similar to that in the Lower 48. While igloos still exist, their use is becoming more and more rare. It is unlikely that you will be placed in a location where you would live in an igloo.

MYTH: I WILL COMMUTE TO WORK VIA DOG SLED.

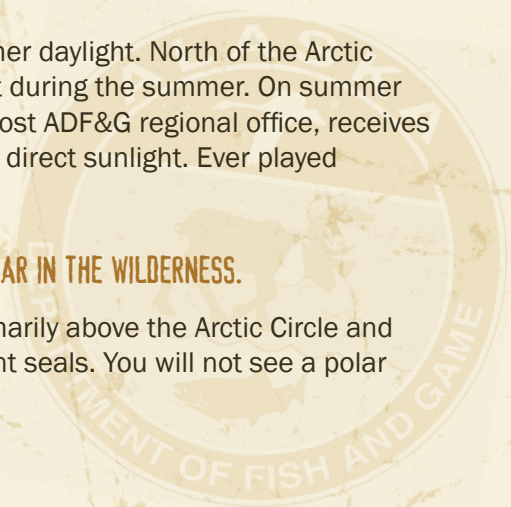
FACT: Each of the ADF&G regional offices are in urban areas, and you will be using transportation that you would normally use in any other part of the U.S. However, work in field camps often requires exciting transportation such as boats, helicopters, and floatplanes.

MYTH: I WON'T BE ABLE TO SLEEP BECAUSE OF THE 24-HOUR DAYLIGHT IN THE SUMMER.

FACT: Alaska does get a lot of summer daylight. North of the Arctic Circle, there is 24 hours of daylight during the summer. On summer solstice, Fairbanks, the northernmost ADF&G regional office, receives about 21 hours and 50 minutes of direct sunlight. Ever played softball at midnight?

MYTH: I WILL PROBABLY SEE A POLAR BEAR IN THE WILDERNESS.

FACT: Polar bears can be found primarily above the Arctic Circle and prefer to live near the ocean to hunt seals. You will not see a polar bear in your backyard.



MYTH: ALASKA HAS TWICE AS MANY MEN AS WOMEN.

FACT: According to the 2010 census, there are still more men than women in Alaska, however the ratio is very close with approximately 109 men to every 100 women. The department offers equal opportunities for both women and men. In fact, the number of women in leadership positions at ADF&G has grown in the last five years.

MYTH: THERE'S A HIGH LIKELIHOOD I WILL SUFFER A BEAR ATTACK.

FACT: In most cases, bears tend to avoid people. If you know the proper way to react to a bear sighting and respect all wildlife in bear territory, you will be much safer in the backcountry. If you are hired for an internship that has a high likelihood of bear interactions, you will receive bear safety training.

MYTH: MOOSE ARE TAME ANIMALS LIVING IN ALASKA CITIES.

FACT: This notorious Alaska animal is often seen in Southcentral and Interior Alaska, but they are far from tame. Female moose aggressively defend their calves, and they will charge and potentially injure humans who get too close.

MYTH: ALASKANS DON'T USE AMERICAN MONEY.

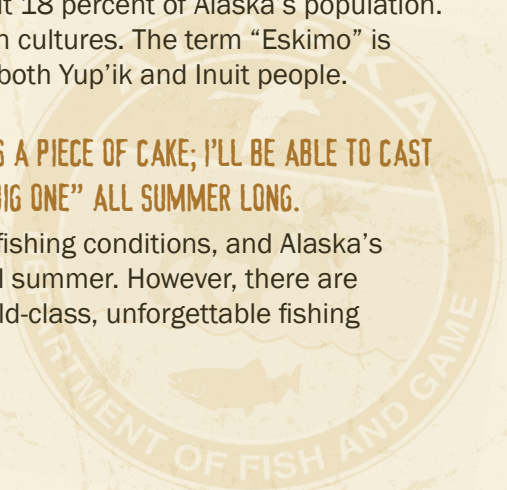
FACT: Alaska is a part of the United States, and although we are a bit isolated from all of the other states we still use American currency, speak English, have the right to vote, and pay taxes.

MYTH: ALL ALASKANS ARE ESKIMOS.

FACT: Alaska Natives represent about 18 percent of Alaska's population. There are 11 distinct Native Alaskan cultures. The term "Eskimo" is actually an umbrella term used for both Yup'ik and Inuit people.

MYTH: CATCHING A TROPHY-CLASS FISH IS A PIECE OF CAKE; I'LL BE ABLE TO CAST MY LINE AND IMMEDIATELY CATCH "THE BIG ONE" ALL SUMMER LONG.

FACT: It's an art form to find perfect fishing conditions, and Alaska's abundant salmon runs don't last all summer. However, there are many spots in Alaska that offer world-class, unforgettable fishing opportunities.



APPLICATION – ALASKA DEPARTMENT OF FISH AND GAME INTERNSHIP PROGRAM

This application is to be used only for internship positions posted on careers.adfg.alaska.gov.

You must fill out an application for each position in which you are interested.

NAME: _____ DATE OF APPLICATION: _____
Last First Middle

PHONE: _____ E-MAIL: _____

ADDRESS: _____
Street

City

State

ZIP

ALASKAN RESIDENT: ☐ Yes ☐ No

ALASKA DRIVERS LICENSE: ☐ Yes ☐ No

I AM WILLING TO WORK IN: ☐ Anchorage ☐ Juneau ☐ Fairbanks
☐ Any Location ☐ Other/Specify _____

I AM APPLYING TO: ☐ Division of Commercial Fisheries ☐ Division of Sport Fish ☐ Division of Habitat
☐ Division of Wildlife Conservation ☐ Division of Subsistence

INTERNSHIP POSTING LABEL (found on job announcement): _____

CURRENTLY ENROLLED IN: ☐ High School ☐ College ☐ Graduate/Doctoral Study

School Name and Location

Major/Field of Study

Graduation Year

Please complete this application and return it to dfg.internships@alaska.gov along with the following documents, which will need to be submitted as PDF files as well.

- Resume or Workplace Alaska Applicant Profile
- Cover Letter
- A Copy of Your Latest Transcript
- Two (2) Letters of Recommendation
- Statement of Eligibility/Proof of Enrollment (Found at careers.adfg.alaska.gov under *Resources*.)
- State of Alaska Pre-Employment Certification Form (Found at careers.adfg.alaska.gov under *Resources*.)

Guidelines for ensuring your application is reviewed:

- Complete and submit all required forms and materials together as PDF files.
- Make sure the internship posting label is visible in the title of all submitted documents.
- Include your last name and the internship posting label on the subject line when emailing your packet.



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