

MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM REQUEST

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Margaret Morelli, Lead Administrative Support

ADDRESS: 1400 S. 19th Avenue

CITY: Bozeman

STATE: MT

ZIP: 59718

PHONE: 406-577-7878

EMAIL ADDRESS: mmorelli@mt.gov

DATE OF ANNOUNCEMENT:

Monday, January 6, 2025

APPLICATION DEADLINE:

Sunday, February 2, 2025 at 5:00 PM (postmarked)

(UNLESS OTHERWISE NOTED ON THIS FORM BY SUPERVISOR)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Administrative Clerk

OF POSITIONS: 1

LOCATION(S): Bozeman MT

WORK START/END DATES: September 1, 2024 to May 31, 2025

HOURS/WEEK: 12

TOTAL HOURS FOR INTERNSHIP: 450

TRAINING/ORIENTATION DATES: On the job training

HOURLY PAY: \$15.00

ADDITIONAL COMPENSATION/RESOURCES:

Housing provided

If yes, please list type of housing available:

Vehicle provided

Per Diem

Other (please explain):

POSITION DESCRIPTION/SCOPE OF WORK: This position is located in the Region 3 Headquarters Office, Front Desk. The Front Desk Unit serves as a primary FWP license agent and is responsible for accurately issuing a variety of hunting, fishing, and miscellaneous licenses, permits, and decals and corrects errors on licenses sold by external license providers. Along with the Customer Service and clerical duties conducted at the Front Desk, the chosen intern will participate in conducting Aquatic Invasive Species (AIS) boar checks, assist with tagging harvested animals, accounting for Fishing Access Site (FAS) revenue among other regional duties according to the time of the year and the needs of the office.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

- Excellent public relations skills, including establishing positive work relationships with public and coworkers.
- The ability to communicate effectively with external and internal customers in person, in writing, and on the phone.
- Ability to memorize and retain information, i.e. price of licenses, season dates, phone numbers, laws, etc.
- Must be tactful, courteous, and professional.

APPLICATION MATERIALS:

- Resume
 Cover Letter
 References
 Other (please specify):

SEND APPLICATION MATERIALS TO: mmorelli@mt.gov, or mail to Margaret Morelli, FWP, 1400 South 19th Avenue, Bozeman MT 59718

COOPERATING SPONSORS OF PROJECT:

NA

FUNDING SOURCES:

NA

PROJECT NUMBERS FOR EACH FISCAL YEAR:

2306

DO ANY OF YOUR PROJECT NUMBERS USE FEDERAL FUNDING? Yes No X

IF SO, PLEASE NOTE WHICH PROJECT NUMBERS AND FUNDING SOURCE:

NA

EXPECTED COST OF INTERNSHIP, INCLUDING ALL BENEFITS AND OVERHEAD, PER FISCAL YEAR:

\$7888.00

ESTIMATED TOTAL COST OF INTERNSHIP:

\$7888.00

WILL ANY GRANTS OR SCHOLARSHIPS BE USED TO FUND THE INTERNSHIP?

Yes No

IF SO, PLEASE LIST NUMBERS ATTACHED TO THOSE: NA

ADDITIONAL INFORMATION: NA