

# EQuIS Assistant Intern

**Type of Recruitment:** Casual Seasonal (Summer Intern)

**Pay:** \$18.50 per hour

**Agency:** DNREC Division of Waste and Hazardous Substances/Emergency Response and Strategic Services

**Employment Term:** Full-time / 12 Weeks

**Location(s):** 391 Lukens Drive, New Castle, DE 19720

## Introduction

The **Delaware Department of Natural Resources and Environmental Control** (DNREC) protects and manages the state's natural resources, protects public health, provides outdoor recreational opportunities, and educates Delawareans about the environment. This intern position is a part of the Division of Waste and Hazardous Substances' Emergency Response and Strategic Services Section, which oversees the emergency response, accidental release prevention, emergency planning and community right-to-know, and boiler safety programs. Visit the DNREC website at [dnrec.delaware.gov](http://dnrec.delaware.gov) and connect with @DelawareDNREC on [Facebook](#), [Instagram](#), X (formerly known as [Twitter](#)) or [LinkedIn](#).

## Summary Statement

DNREC maintains an EQuIS™ database, from EarthSoft® Inc., to store and analyze both field and laboratory data about facilities and sites that are the subject of regulatory, remediation or other management efforts of the Department.

This intern position assists the Division of Waste and Hazardous Substances' EQuIS Team by uploading historical environmental data deliverables in support of all programs within the Division. For more information, visit the website at <https://dnrec.delaware.gov/waste-hazardous/equis/>.

## Job Duties

- Assist with populating/uploading historical environmental data deliverables into the EQuIS database.
- Attend meetings with EQuIS subcontractor, as needed.
- Resolve any data issues that may arise during import process.
- Other duties as assigned.

## Job Requirements

Please attach a resume with your online application. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Must be a current college student or college graduate with a focus in Environmental Studies/Science, Computer Science/Engineering, or Information Systems.
- Self-motivation and ability to multi-task.
- Strong verbal and written communication skills.
- Experience working independently and as part of a team.
- Able to work in a collaborative environment with staff and vendor.

## Additional Posting Information

- The position is flexible as to start date and is for a maximum 12-week term.
- The intern will work no more than 37.5 hours per week; varied schedule.
- The intern will work at the office located at 391 Lukens Drive, New Castle, DE 19720.
- Casual/Seasonal Employees are not eligible for state plan benefits.

## Condition of Hire

As a condition of hire, applicants must possess a valid driver's license (not suspended, revoked or canceled, or disqualified from driving)

Applicants must be legally authorized to work in the United States. DNREC does not provide sponsorship for holders of H-1 B Visas.

The State of Delaware Executive Branch participates in the Federal E-Verify system. The State will provide the federal government with each new hire's Form I-9 information to confirm that they are authorized to work in the U.S. For more information refer to our job seeker resources.

## Selection Process

The application and supplemental questionnaire are evaluated based upon a rating of education, training and experience as they relate to the job requirements of the position.

It is essential that applicants provide complete and accurate information on their application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list the name of educational providers, training course titles and a summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including employment, education and training history as it relates to the job requirements.

Once an application has been submitted, all future correspondence related to the application will be sent via email. Please keep contact information current.

## Accommodations

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, call 302-739-5458. TDD users should call the Delaware Relay Service Number 800-232-5460 for assistance.

The State of Delaware is an Equal Opportunity employer and values a diverse workforce. We strongly encourage and seek out a workforce representative of Delaware including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.