



# Environmental Remediation Data Assistant Intern

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

**Pay:** \$18.50 per hour

**Agency:** DNREC Division of Waste and Hazardous Substances/Remediation

**Employment Term:** 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 internship is part of the Remediation Section, which protects public health, welfare, and the environment in Delaware by identifying and cleaning up releases of hazardous waste, petroleum, and other hazardous substances in the environment to an acceptable level of human-health and environmental risk, and supporting the continued safe use, re-use or enhanced productive use of remediated properties. For more information, visit the website at [dnrec.delaware.gov](https://dnrec.delaware.gov) and connect with @DelawareDNREC on [Facebook](#), [Instagram](#), X (formerly known as [Twitter](#)) or [LinkedIn](#).

## Summary Statement

This position will provide technical assistance with data analysis, historic project data, project organization, and general support for the DNREC Remediation Section (DNREC-RS) Corrective Action Group (CAG). The DNREC-RS CAG group handles remediation of environmental contamination at Resource Conservation and Recovery Act Corrective Action (RCRA CA) facilities and storage tank (Tanks) sites. This position will focus on assisting

the RCRA CA and Tanks teams organize historic data for environmental remediation for uploading into the DNREC-RS environmental database. Work responsibilities will include but are not limited to organizing historic analytical data for remedial sites, validation of analytical data, assisting with field surveys to collect geospatial GIS data, updating conceptual site models, and fulfilling other support duties as needed.

### Job Duties

- **Data Organization:** Organizing, validating, and preparing historical analytical laboratory and general facility data for upload into DNREC's environmental database, EQulS. This will involve using tools like Excel, EquIS, and data visualization software.
- **Data Collection:** Working with the team to collect geospatial and analytical data as needed. This may include transferring data from outdated formats to modern digital formats.
- **Research:** Conducting research into historic data at facilities and sites to support the CAG as needed.
- **Documentation:** Assisting in the preparation of reports, presentations, and documentation as needed. This includes summarizing findings, creating visual aids, and organizing information in a clear and concise manner.
- **Project Collaboration:** Collaborating with team members to coordinate and track progress on various initiatives and projects related for CAG. This may involve assisting with project plans, joining field events, and ensuring deliverables are met.
- **Communication:** Assisting in communication efforts by preparing communications related to CAG work. This includes drafting emails and other communication materials to keep the team informed and engaged.
- **Continuous Improvement:** Actively seeking opportunities to improve projects and tasks by suggesting innovative ideas, process enhancements, or efficiency measures.

## 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.
- Understanding of environmental, geological, chemical and/or geospatial data.
- Familiarity with data management, including working with databases and spreadsheets.
- Strong verbal and written communication skills.
- Self-motivation and ability to multi-task.
- Experience working independently and as part of a team.
- Detail oriented and dedicated to ensuring data quality and integrity.

## 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.