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# DOE Intern - State Historic Preservation Office (SHPO) (Summer)(Job Id 14692)

**Location:** Pierre

**Post Date:** 09/16/2020

**Agency:** Intern

**Close Date:** 01/21/2021

**Employment Type:** Intern

## Description

**Session:** Summer (May- August)

**Position Title:** Intern - State Historic Preservation Office (SHPO)

**Supervisor:** Ted Spencer

**Agency:** Department of Education

**Location:** Pierre

**\*APPLICANT MUST BE A FULL-TIME STUDENT (MINIMUM OF 12 CREDIT HOURS) IN THE SEMESTER IN WHICH YOU APPLY.**

**Position Description:**

This position will involve a wide range of historic preservation experiences. Intern will update and research survey material, plan and/or conduct historic sites survey(s), assist in preparing nominations for a historic building to the National Register of Historic Places, enter data on preservation grants into database, research historic rehabilitation projects and prepare written case study reports on them, and handle other duties as assigned. Some travel will be required to attend meetings, conferences, conduct site surveys, and attend other preservation events around the state.

**Qualifications:**

Applicant must be a full-time student at a college, university or technical institute at the time they apply. By the start of the internship, the applicant should have at least a sophomore standing or currently be enrolled at a technical institute and have completed one year (nine months).

Preference will be given to applicants with a junior standing, South Dakota residents and students of South Dakota institutions.

Coursework in history, research, historic preservation theory & practices is desired. In addition, the position requires excellent written and oral communication skills. Experience with a personal computer and knowledge of Microsoft word, Excel, PowerPoint, and Access databases is highly recommended. Valid driver's license is required.

**Minimum Salary:** \$12.40

**Apply at:** <https://sodakprod-lm01.cloud.infor.com:1443/lmg/hr/xmlhttp/shorturl.do?key=C25>

South Dakota Bureau of Human Resources

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Pierre, SD 57501-5070

Telephone: 605.773.3148 Fax: 605.773.4344

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**\*Positions can be filled prior to the closing date.\***