

# TYSON FOODS SUMMER COMMUNITY INTERNSHIP PROGRAM

## JOB DESCRIPTION

<b>Position Title</b>	<b>Historic Preservation Commission Internship</b>
<b>Organization</b>	City of Sioux City
<b>Department</b>	Historic Preservation Commission
<b>Address</b>	P O Box 447   405 6 <sup>th</sup> Street   Sioux City, IA 51102
<b>Supervisor Name</b>	Larissa Carrell
<b>Supervisor Contact</b>	(712) 279-6340   lcarrell@sioux-city.org

### TERMS OF EMPLOYMENT

#### A. EXPERIENCE/EDUCATIONAL AGREEMENT:

Must have a work experience/educational agreement between the City and the educational institution in which they are enrolled and may be required to have a driver's license valid for use in Iowa.

#### B. ELIGIBILITY

- a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2021.
- b. Submit written enrollment verification from their college or university confirming the student's enrollment status to Iowa Campus Compact (student ID cards and/or phone calls are not sufficient documentation).
- c. The desired intern shall have a valid driver's license, drive a personal vehicle, and carry valid auto insurance. This position will include travel by personal vehicle within city limits and will offer mileage reimbursement at the current governmental rate per mile.

#### C. WORK SCHEDULE & CONDITIONS

- a. SIOUXLAND: This full time position starts Monday, June 7, 2021 and ends Friday, July 30, 2021. This position is not eligible for sick, vacation, and holiday leave during employment.

#### D. BENEFITS

- a. SALARY. The individual shall receive a \$2,850 salary distributed bi-weekly in equal amounts for the duration of employment.
- b. PROFESSIONAL DEVELOPMENT. Iowa Campus Compact will provide an in-person orientation and three professional development opportunities to the employee.
- c. The Historic Preservation Intern's day-to-day tasks and projects will be supervised and approved by the Historic Preservation Commission liaison. The Intern will have a workspace to themselves.

#### E. EVALUATIONS

- a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

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### RESPONSIBILITIES

#### A. POSITION PURPOSE

To facilitate research on historic properties in downtown Sioux City that will support the writing and submission of a nomination to list a new historic district in downtown Sioux City in the National Register of Historic Places.

#### B. DUTIES

- a) Review the National Register of Historic Places program initiatives and guidelines.
- b) Research selected topics for National Register nomination context.
- c) Write a context for either an individual nomination or a historic district nomination.
- d) Build standard property profile templates or Iowa State Inventory Forms that can be populated for each historic property identified for nomination to the National Register of Historic Places program.
- e) Create property profiles and an inventory form for selected properties.
- f) Present research to the Sioux City Historic Preservation Commission.

#### C. COMMUNITY IMPACT

- a) Intern will gain experience in project management, public relations, reading technical drawings, and writing reports.

### QUALIFICATIONS

- A. Must have a work experience/educational agreement between the City and the educational institution in which they are enrolled and may be required to have a driver's license valid for use in Iowa.
- B. Applicants for this position must be currently enrolled students in a degree program in good standing at an accredited technical school, college or university.
- C. Currently pursuing a Bachelor's or Master's degree in History, Historic Preservation, or a related field.
- D. Proficiency in MS Word, Excel, and Outlook.
- E. Strong attention to detail.
- F. Experience conducting research.
- G. Interested in learning about historic preservation programs at the State level
- H. Excellent verbal and written communication skills.