



# STATE LAND OFFICE INTERNSHIPS OPPORTUNITIES

## THE NEW MEXICO STATE LAND OFFICE IS SEEKING UNDERGRADUATE AND GRADUATE SUMMER INTERNS!

The State Land Office is responsible for administering 9 million acres of surface and 13 million acres of subsurface estate for the beneficiaries of the state land trust, which includes schools, universities, hospitals, and other important public institutions. The State land Office Internship program is a wonderful opportunity to learn about trust lands and gain professional experience!

Dates: June to August (6 weeks minimum, duration and dates to be determined) 20-40 hours per week.

Location: 310 Old Santa Fe Trail, Santa Fe, New Mexico

Salary: \$12.50 an hour and/or Academic Credit

### POSITIONS AVAILABLE:

#### Surface Resources Specialist Intern

**Job duties:** Assist with site inspections, project monitoring (establishing photo points, collecting biological data, etc.), biological surveys, mapping projects, and data management. The work would include both field and office time in equal portions.

**Qualifications:** Major in wildlife biology, botany, forestry, ecology, or other related science. Preference for experience with basic ArcGIS skills, and willingness to work outdoors.

#### Petroleum Engineering Intern

**Job duties:** The intern will work under the direction of the engineering bureau to help in the evaluation of applications submitted to the Oil Conservation Division, easement renewals and perform other administrative duties.

**Qualifications:** Majoring in Petroleum Engineering or Geology.

#### Commercial Resources Intern (Part-time)

**Job duties:** The intern will perform a variety of tasks in support of the commercial resources division with a particular focus on the Land Information Management System (LIMS) database. The position may also review business leases, land survey reviews (requires GIS experience), and perform other administrative duties.

**Qualifications:** Majoring in Business or related field, Preference for experience in database entry, Microsoft Excel and Word and GIS.



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### POSITIONS AVAILABLE:

#### **Cultural Resources Management Intern**

**Job duties:** Assist with data and record management, research documentation, site inspections and field data collection, assist with public archaeological tours, mapping and with other administrative duties as assigned.

**Qualifications:** Graduate and undergraduate students majoring in anthropology, archaeology, American or Native American studies, history, historic preservation, historic architecture, geography, or a related discipline. Cumulative GPA of 2.5 or higher. Ability to operate basic office word processing programs, spreadsheets and editing software. Ability to work independently and as part of a collaborative team. Good verbal and written communication skills. Experience with ArcGIS a plus.

#### **Communications and Social Media Intern**

**Job Duties:** Create engaging content for the State Land Office social media accounts including informational and educational campaigns.

**Qualifications:** Undergraduate student with knowledge of social media marketing and strategies. Graphic design (InDesign, Photoshop, Illustrator, Canva) experience preferred.

#### **Facilities Management Intern (Part-time)**

**Job duties:** Office administrative duties such as filing, organizing, creating and entering spreadsheets, and other duties as assigned.

**Qualifications:** Majoring in Business or related field. Must be proficient in Microsoft Word and Excel.



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### POSITIONS AVAILABLE:

#### **Legal Division Research and Writing Intern**

**Job duties:** Conduct legal research, draft memos and assist in preparation of filings for court and administrative proceedings, all covering a wide range of subject matters including conservation, oil and gas, water law, and more.

**Qualifications:** Current law student or recent law school graduate, with demonstrated interest in natural resources. FOR CREDIT ONLY

#### **Records Intern**

**Job duties:** the intern will scan and upload land title documents, other historical records, and may perform other administrative duties.

**Qualifications:** Majoring in Geography or related field. Preference for experience in real property title, and/or surveying.

#### **Legal Division Research and Writing Intern**

**Job duties:** Conduct archival research with State Land Office records and other sources, analyze complex data and draft recommendations, and assist with preparation of filings for court and administrative proceedings, all covering a wide range of subject areas including conservation, oil and gas, and water law.

**Qualifications:** Strong academic performance in any major, and demonstrated interest in natural resources.



# STATE LAND OFFICE INTERNSHIPS OPPORTUNITIES

**THANK YOU FOR YOUR INTEREST IN INTERNING WITH  
THE NEW MEXICO STATE LAND OFFICE!**

**To apply, email Selena Romero, Human Resources Director,  
hr@slo.state.nm.us, Phone: (505)-827-5790. Please include  
the following information:**

- **Current Resume**
- **Cover Letter addressing which position and why you are interested in the internship**
- **Academic Transcripts**

**Applications Due: Sunday, June 2nd by 5:00 pm**

**If the internship is needed for academic credit, include name of the program, any requirements, and the name and contact information of your academic or internship advisor.**