



Utah's HOGLE ZOO

Organization: Utah's Hogle Zoo (AZA Member)

Internship: Animal Registrar Internship

Location: Salt Lake City, Utah, United States

POSITION SUMMARY:

This internship program is designed to provide learning opportunities and practical experience, while gaining valuable knowledge relating to a career in records and information management. It provides students with an opportunity to pursue an interest in working in a RIM environment under the guidance of an experienced RIM professional.

All applicants should be organized, self-motivated and maintain strict confidentiality. The internship requires the student to complete. This internship is an in-depth program requiring a 25 hours per week commitment for 12 weeks. This is an unpaid position and housing is not provided. All internship positions are on a voluntary basis only.

REPORTS TO: Animal Care's Animal Registrar

DATES: Summer May 27-August 18, 2025 (start and end date may be flexible based on school schedule)

POSITION DESCRIPTION:

The selected candidates will assist the Animal Care Registrar in all aspects of records and information management as it relates to the Animal Care department. Intern duties may include the following under the Animal Registrar's supervision (may vary based on departmental needs):

- ZIMS Data Quality Control activities
- Assist in knowledge management, electronic record keeping, and data management systems to reduce redundancy and streamline communication in the Animal Care department
- Aids the Animal Registrar with varied administrative tasks and projects

QUALIFICATIONS:

Be currently enrolled in a college or university, or have recently graduated. Have a minimum of one year of course work in a major field of study to be applied during the internship (e.g. zoological science, records management, or a related field). Experience with data management software is helpful. A basic knowledge and understanding of computer word processing is required. They must also pass a background check and a drug test if selected.

WORK SCHEDULE: As an intern, we expect you to be able to work the 25 hours per week commitment for 12 weeks. We also understand your other commitments and will accommodate flexibility during the workweek within reason.

COMPENSATION:

This intern position is unpaid. Possible college credit is available for those able to receive it through their college/university. No housing provided.

Scholarship Award: Interns participating in an unpaid internship at Utah's Hogle Zoo will have the opportunity to apply for the Hugh H. Hogle, MD Internship Award. This award provides one scholarship annually to a Utah's Hogle Zoo summer intern; as funds are available.

TO APPLY: Applications are due by **February 15, 2025**

Please visit <https://www.hoglezoo.org/internship-opportunities/> to fill out an application. Attach a resume, cover letter, and informal transcript to application or send to volunteeroffice@hoglezoo.org. Incomplete application packets will not be considered.

Applicants will be contacted for interviews at the end of February, please do not expect to hear from us before then. Please e-mail volunteeroffice@hoglezoo.org with any questions.

Utah's Hogle Zoo is committed to providing a diverse and inclusive internship program representative of a variety of backgrounds, age groups, perspectives, experiences, abilities, and strengths.