Job Title: Summer Intern

Department: K-State Research and Extension

Applications Accepted: November 16, 2015 – January 15, 2016

Location: Selected county and district offices across Kansas and selected departments on the K-State campus in Manhattan

Starting date: May 23, 2016 to August 5, 2016

Orientation will be held on the K-State campus on May 23, 2016.

Job Summary: The K-State Research and Extension internship gives college students the opportunity to link classroom learning and campus leadership experience with a pre-professional work experience. Approximately twelve interns will work in selected county, district or campus offices to help implement educational programming for Kansas residents.

Responsibilities:

- Working under the supervision of Extension faculty, the intern will assist in the development and implementation of research based educational programming in one or more of the following:
  - Water
  - Health
  - Global food systems
  - Community vitality
  - Developing tomorrow’s leaders

- Meeting with the local extension board, local citizens, and staff of cooperating organizations to plan and implement educational programs.

- Researching information outlined in the Summer Intern Program Guide

- Completing other responsibilities assigned by the mentoring extension faculty.

- This position will most likely not involve basic or applied research.

This position requires travel connected with official duties, including night and weekend meetings, participation in out-of-county events, access to a personal vehicle, and a driver's license.

Qualifications:

- Completion of at least four university semesters by the 2016 fall semester at any college or university.

- Students majoring in agriculture, human ecology, education, communications or other related disciplines are encouraged to apply.

- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media and social media.

- Experience working with adults and youth from various ethnic and socio-economic backgrounds.

- Ability to utilize electronic communication and computer applications to fulfill programming responsibilities.

- Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.

- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.

Salary:

- $14.00 per hour. 40 hours per week.

- May be some requests for overtime.

Housing:

The host office will assist the interns in locating housing. Many past interns have lived with a host family. Interns should anticipate paying for the housing.

How to Apply:

- Send cover letter, resume, and copies of college transcripts by email to: ksrejobs@ksu.edu or mail to: Stacey M. Warner, Leader, Extension Operations, 121 Umberger Hall, 1612 Claflin, Manhattan, KS 66506-3414, 785-532-5790. The resume should include the name, email, and phone number of three references.

- Submit a copy of all college transcripts from any college or university from which you took 12 or more applicable hours to this position. Photocopies are acceptable.

- Reference forms are located at [https://kstate.referenceform](https://kstate.referenceform). Please provide this link to your references and have them submit electronically. Reference form are due by January 25, 2016.

- A position offer is contingent on a successful pre-employment criminal background check.

- To check the status of application materials, contact Melissa Weber: 785-532-5790 or email: ksrejobs@ksu.edu. For more information about the responsibilities of the position, contact Stacey Warner, 785-532- 5790 or swarner@ksu.edu. For more information about K-State Research and Extension, visit: [http://www.ksre.ksu.edu](http://www.ksre.ksu.edu).

Approximate Timeline:


March 7, 2016 – March 26, 2016

Applications accepted

Interviews conducted

Offers made to applicants

11/16/15

15-31

Stacey M Warner

Leader, Extension Operations

@KStateJobs