TITLE: Ellsworth County Economic Development Community Intern

LOCATION: Ellsworth County, Kansas

PROJECT DESCRIPTION: The intern will work on the interfaced website www.ellsworthcountyhasjobs to create and code a program which allows employers the ability to login and list their jobs and employees the ability to narrow the search and submit their resume/application.

APPLICATION DEADLINE: Friday, January 31, 2020 or until the position is filled

EMPLOYMENT: May 26, 2020 thru August 1, 2020 or as negotiated with the K-State Research and Extension and Ellsworth County Economic Development

RESPONSIBILITIES:
- Meet with human resource professionals of the major employers in Ellsworth County to determine needs
- Develop a software program to allow employer to post jobs and prospective employees to submit resumes/applications
- Test and debug the program working with a selected group of county employers and prospective employees
- Prepare training materials for the employers and an online guide for employers and job seekers
- Conduct training sessions employers and job seekers
- Attend county commission meetings, city council meetings and monthly economic development board meetings.
- Complete other responsibilities as assigned by mentoring supervisors

This position may require travel connected with official duties, attendance at evening meetings, access to a personal vehicle, and a valid driver’s license.

QUALIFICATIONS
- Completion of at least six university semesters at any college or university.
- Students enrolled in computer science, technology or mathematics are encouraged to apply
- Coding knowledge
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media and social media.
- Self-motivation and ability to work with minimum supervision.
- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Students from NW Kansas are preferred.

SALARY AND BENEFITS
$20.00 per hour. 40 hours per week. Maximum 400 hours

HOUSING
Ellsworth County Economic Development will secure and cover the cost of housing (pet free).
APPLICATION PROCEDURE
Submit cover letter, resume, transcripts and list of references as one document to: nsigle@ksu.edu.

For more information about the position, contact Stacie Schmidt, Executive Director, Ellsworth County Economic Development, 785-810-8303, ewcountyeconomicdevelopment@gmail.com or Nadine Sigle, Community Vitality Extension Specialist, K-State Research and Extension, 785-346-6256, nsigle@ksu.edu.

For more information about K-State Research and Extension, visit: www.ksre.k-state.edu

APPROXIMATE TIMELINE

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<th>Event</th>
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<tr>
<td>Application deadline</td>
<td>January 31, 2020</td>
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<tr>
<td>Interviews conducted</td>
<td>February 1 – February 28, 2020</td>
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<td>Offers made to applicants</td>
<td>March, 2020</td>
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<td>Visit to host communities</td>
<td>March – May, 2020</td>
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<tr>
<td>Internship start date</td>
<td>May 26, 2020</td>
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EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

Nadine Sigle
Community Vitality Extension Specialist