Position Announcement

DANE G. HANSEN & K-STATE RESEARCH AND EXTENSION INTERN PROGRAM, Phillipsburg, KS

The Dane G. Hansen Foundation & K-State Research and Extension internship gives college students the opportunity to link classroom learning with a pre-professional work experience. The intern will design a walking/biking trail throughout the city of Phillipsburg.

TITLE: Phillipsburg Walking/Biking Trail Community Internship

LOCATION: Phillipsburg, Kansas (Phillips County)

PROJECT DESCRIPTION: The intern will define the best alternatives for developing a walking/biking trail throughout Phillipsburg utilizing established trail standards. The plan will define the optimum location, safety considerations, easement requirements, surface materials, costs and timeline estimates. If time permits, the intern will identify potential grants that would help cover the development costs.

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

EMPLOYMENT: May 26, 2020 thru August 1, 2020 or as negotiated with K-State Research and Extension and the city of Phillipsburg

RESPONSIBILITIES:
- Research walking/biking trail designs.
- Seek input from Phillips County Strategic Doing Teams concerning wants and needs for the walking/biking trails.
- Create design renderings for the trails.
- Host public meetings to share designs and gather input.
- Present monthly updates to the Phillipsburg Economic Development Advisory Board and City Council.
- Community service or volunteering with a community organization is highly encouraged. This would be outside of the designated scope of work and working hours.
- Participate in any professional staff development that may be available.
- Complete other responsibilities as assigned by mentoring supervisors.

This position may require travel connected with official duties, including attendance at evening meetings, participation in out of county events, access to a personal vehicle, and a valid driver’s license. The intern is to provide their own computer with the necessary software to develop design renderings.

QUALIFICATIONS
- Completion of at least six university semesters at any college or university.
- Students enrolled in architecture, landscape design, regional and community planning and engineering are encouraged to apply.
- 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
Housing (pet free) will be provided through the City of Phillipsburg.

APPLICATION PROCEDURE
Submit cover letter, resume, transcripts and list of references as one document and a PDF of a portfolio to: nsigle@ksu.edu.

For more information about the position contact Lance Munyon, Mayor, City of Phillipsburg, 918-859-8576, lancemunyon@yahoo.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
January 31, 2020
February 1 – February 28, 2020
March, 20
March – May, 2020
May 26, 2020

Application deadline
Interviews conducted
Offers made to applicants
Visit to host communities
Internship start date

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