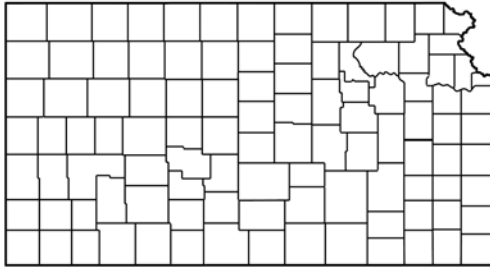


## Position Announcement

### K-STATE RESEARCH AND EXTENSION INTERN PROGRAM



#### Summer 2012

This intern program will provide students with an overview of professional employment as an Extension agent.

**TITLE:** K-State Research and Extension Intern

**LOCATION:** Selected county or district extension offices in Kansas. Locations to be determined in February 2012.

**APPLICATION DEADLINE:** February 1, 2012

**EMPLOYMENT:** May 29, 2012 to August 3, 2012

#### RESPONSIBILITIES

- Working under the supervision of an Extension agent, the intern will assist in the development and implementation of research-based educational programming. Depending on the needs of the county or district and the academic preparation of the intern, the programming will be in one or more of the following areas:
  - 4-H Youth Development
  - Family and Consumer Sciences
  - Agriculture and Natural Resources
  - Community Development
- 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* which is designed to provide an overview of the responsibilities of, and resources available to, county, district, or campus extension offices.
- Participating in any professional staff development that may be available.
- Completing other responsibilities assigned by the mentoring extension professionals.

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

An orientation will be held on the K-State campus on May 29, 2012.

#### QUALIFICATIONS

Required:

- Completion of at least four university semesters (will need to have reached at least junior status by the 2012 fall semester at any college or university).
- Students majoring in agriculture, human ecology, education, or other related disciplines are encouraged to apply.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass 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 AND BENEFITS

- 12.00 per hour. 40 hours per week. May be some requests for overtime.
- Work injury benefits under the Worker's Compensation Act.
- Reimbursement for travel related to achieving program objectives.

#### HOUSING

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

## APPLICATION PROCEDURE

Send cover letter, resume, and copies of all college transcripts by email to: [jriniker@ksu.edu](mailto:jriniker@ksu.edu) or mail to: Stacey M. Warner, Leader, Extension Operations, 121 Umberger Hall, Manhattan, KS 66506-3414, 785-532-5790.

The Cover Letter should include a brief statement about such items as: goals for the internship, experience working as a team member; experience with diverse audiences/customers; leadership and volunteer roles; and why you have an interest in K-State Research and Extension.

The Resume should include the following information:

1. Name, college, and home addresses and telephone numbers
2. Education: college or university, dates attended, degrees earned or anticipated and dates, major for each degree
3. Work experience
4. Organizations and Activities
5. Honors
6. Other information important to communicate your qualifications for this position
7. The names, complete mailing addresses, and phone numbers of at least three people familiar with your work or background, including college instructors, and employers.

A copy of all college transcripts from any college or university from which you took courses applicable to this position. Photocopies are acceptable.

### Reference Evaluations

Reference forms are located at: [www.ksre.ksu.edu/jobinfo](http://www.ksre.ksu.edu/jobinfo). Please provide a form to three individuals serving as a reference or refer them to this site. These forms should be returned directly from each reference by email to: [jriniker@ksu.edu](mailto:jriniker@ksu.edu), or mail to: Extension Operations, 121 Umberger Hall, Manhattan, KS 66506, or fax to: 785-532-3079. Reference forms are due by February 7, 2012.

## APPLICATION DEADLINE

To assure review, letter of application, resume, and transcripts must be received no later than February 1, 2012.

A position offer is contingent on a successful pre-employment criminal background check. A Background Check Request form will be e-mailed to the successful applicants following the offer of employment.

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

## TIMELINE

November 15, 2011 - February 1, 2012	Applications accepted
February 6-17, 2012	Interviews conducted
February 27 - March 9, 2012	County and district offices review applications
March 12 - 30, 2012	Offers made to applicants
April 1, 2012	All intern positions filled

## EQUAL EMPLOYMENT OPPORTUNITY

Kansas State University is an Affirmative Action/Equal Opportunity employer committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons (including employment of disabled veterans and veterans of the Vietnam era.) EEO Coordinator: Stacey M. Warner, 121 Umberger Hall, Manhattan, KS 66506. EEO Counselor: Daryl D. Buchholz, 123 Umberger Hall, Manhattan, KS 66506.

11/11

Stacey M. Warner  
Leader, Extension Operations