



## **NDSU EXTENSION SERVICE INTERN PROGRAM Summer 2008**

**Application Deadline:** January 15, 2008 (or until internships are filled)

**Purpose:** This intern program will provide four college students with an overview of professional employment with NDSU Extension Service.

**Title:** NDSU Extension Service Intern

**Location:** Selected County Extension offices in North Dakota

**Time Frame:** Positions are available for 8 to 12 weeks including flexibility regarding the starting and ending dates of the internships. Internships may also include a 4-H camp counselor experience; however, those situations will be negotiated separately.

**Responsibilities:** Working under the supervision of an extension agent, the interns will assist in the development and implementation of research-based educational programming, which may include 4-H camping activities. Depending on the needs of the county and the academic preparation of the intern, the programming will be in one or more of the following areas:

- Agriculture and natural resources
- Family, nutrition and consumer economics
- Youth development/education
- Community and economic development

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 ability to obtain/maintain a valid driver's license. In addition, the intern is responsible for securing housing; however, the host office may assist the intern in locating housing in the community.

**Qualification Required:** Completion of at least four university semesters (achieved at least a junior status by the 2008 fall semester) if undergraduate; or graduate student with major course work and experience appropriate for the position from any accredited college and university. Suitable academic majors would include human and child development, nutrition, agriculture, education, community development, or other related disciplines. Preference will be given to applicants who have declared Extension Education as a minor and possess at least a 2.5 GPA.

**Salary and Benefits:**

1. Salary is based on an hourly rate of \$10/hour with up to 12 weeks of employment or 480 work hours. This is a non-benefited position.
2. Work injury benefits under the Worker's Compensation Act.
3. Reimbursement for travel related to achieving program objectives.

**How to Apply:** Send letter of application, resume, and unofficial copies of college transcripts to:

**Northeast District Director's Office  
151 So. 4<sup>th</sup> St. S-302  
Grand Forks, ND 58201**

The letter of application should include a brief statement about such items as: teaching or related experience; experience in planning programs/activities; experience with diverse audiences/customers; leadership and volunteer roles in community groups; and why you have an interest in this position.

Your resume should include the following information:

1. Name, school and home addresses and telephone numbers.
2. Education: College or University, dates attended, degrees earned or anticipated graduation date, major for each degree.
3. Work experience: List beginning with the present employer, including the dates of employment, names, addresses and telephone numbers of employers, and description of work.
4. College related organizations or activities and other information important to communicate your qualifications for this position.
5. The names, complete mailing addresses, and phone numbers of at least three people familiar with your work or background, including college instructors, and employers; do not list relatives.
6. A list of the top five North Dakota counties that you are willing to be located in for the internship.
7. Indicate if you are interested in working as a 4-H camp counselor.
8. Internship opportunities are available from 8 to 12 weeks. Please indicate the length of internship that you desire.

**Application Deadline:** Positions will remain open until suitable candidates are hired. To assure review, letter of application, resume, and unofficial transcripts must be received no later than January 15, 2008 in the Northeast District Director's Office. Applicants will be notified by February 15, 2008.

**For more information on the summer internship program,  
contact the Northeast District Director's Office at  
701-780-8229.**