



NDSU Extension Service Intern Program for Native American Students Summer 2014

This intern program will provide Native American college students with an overview of professional employment with the NDSU Extension Service.

NDSU EXTENSION
SERVICE

Location:

County Extension offices
on or near a North Dakota
Reservation

Time Frame:

Positions are available:
8, 10, or 12-weeks

Application Deadline:

March 15, 2014

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 March 15, 2014 in the Northeast District Director's Office. Applicants will be notified no later than March 31, 2014.

Direct questions to:

Lynette Flage
District Director
701-780-8229
lynette.flage@ndsu.edu

This position is exempt from North Dakota Veterans' Preference requirement.

North Dakota State University
is an Equal Opportunity/
Affirmative Action Employer

County commissions, North Dakota State University and U.S. Department of Agriculture cooperating.
North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran.
Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 205 Old Main, (701) 231-7708. This publication will be made available in alternative formats for people with disabilities upon request, (701) 231-7881.

Position Information

Working under the supervision of an Extension agent, the Extension intern will have the following responsibilities:

- Assist Extension service staff in delivering various aspects of the overall Extension program. This may include work in agriculture and natural resources, family and consumer science, youth development/education, and community and economic development.
- Participate in 4-H programs, events and camping activities.
- Perform other duties assigned in support of Extension programming.

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.

Qualifications

Completion of at least one year of college at a N.D. Tribal College or University if undergraduate; or graduate student with major course work and experience appropriate to the needs of the position. Suitable academic majors would include food and nutrition, child development, agriculture, education, community development or other related disciplines. Applicants from any accredited college or university are welcome to apply. Preference will be given to applicants who have at least a 2.5 GPA. Other qualifications to address in your application letter include:

1. Demonstrated ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
2. Experience in working with individuals, groups and co-workers to accomplish individual and/or group goals, as evidenced by college and/or community activities.
3. Ability to utilize electronic communication and computer applications within the framework of program development, delivery and management.
4. Must be a self-starter who can work with a minimum of supervision.
5. Familiarity with and commitment to working with adults and youth from various ethnic and socio-economic backgrounds.

Salary and Benefits

1. Salary is dependent upon length of employment.
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. 4th St. S-302, Grand Forks, ND 58201

A one-page letter of application should include a brief statement about such items as teaching or related experience; experience in planning programs; 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, home/college address, telephone number, and email address.
2. Copy of a college transcript which includes 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 a brief description of work.
4. College related organizations or activities.
5. List three names of people familiar with your work including college instructors or employers. Include their mailing addresses and phone numbers.
6. Indicate which Reservation site you are willing to be located at for your internship.
7. Indicate your desire regarding working an 8, 10, or 12 week employment.