



NDSU Extension Intern Program

Summer 2020

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

NDSU

EXTENSION

Location:

Selected county or tribal Extension offices in North Dakota

Time Frame:

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

Application Deadline:

January 1, 2020

Positions will remain open until suitable candidates are hired. To assure review, letter of application, resume, and unofficial transcripts must be received by the application deadline. Applicants will be notified no later than February 14, 2020.

Direct questions to:

Jim Gray
District Director
701-328-9716
jim.gray@ndsu.edu

County commissions, North Dakota State University and U.S. Department of Agriculture cooperating. NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7708, ndsu.eoaa@ndsu.edu. 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 in a county or tribal Extension office, the Extension intern will have the following responsibilities:

- Assist NDSU Extension staff in delivering various aspects of the overall Extension program to adult and youth audiences. This may include work in agriculture and natural resources, family and community wellness, and 4-H youth development/education.
- 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, 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.

NDSU credit can be arranged for the internship experience through contacting: Dr. Adam Marx, Agricultural Education (adam.marx@ndsu.edu) or Dr. Mari Borr, FACS Education (mari.borr@ndsu.edu). A minimum of five (5) credits will fulfill requirement for the Extension Minor. For more information on the **NDSU Extension Education Minor** requirements, see: <https://bulletin.ndsu.edu/undergraduate/program-curriculum/extension-education/>

Qualifications

Completion of at least four university semesters in a related academic major, including, but not limited to College of Agriculture disciplines, Human Development and Family Sciences, food and nutrition, Teacher Education (Agricultural Education, FACS Education, etc.), Community Development, and Communications. Applicants from any accredited college or university are welcome to apply. Preference will be given to applicants who have declared Extension Education as a minor and possess at least a 2.5 GPA.

Other qualifications to address in your application letter include:

1. Ability to communicate effectively, both orally and in writing.
2. Experience working with individuals and groups to accomplish goals in school and/or community activities.
3. Basic computer skills and ability to use Microsoft office programs and other technology.
4. Must be a self-starter.
5. Familiarity with various ethnic and socioeconomic audiences, an interest and ability to work with people of diverse backgrounds, and a commitment to the principles of diversity.
6. An interest in working with people to improve their lives and communities through science-based education.

Salary and Benefits

1. Salary is \$640 per week based on full-time employment or \$16 per hour.
2. Work injury benefits under the Worker's Compensation Act.
3. Reimbursement for travel related to achieving program objectives.

How to Apply

Apply online at <https://www.ag.ndsu.edu/careers/internships>. Applications can also be emailed to jacie.volk@ndsu.edu or mailed to:

NDSU Extension – Central District, Carrington Research Extension Center, PO Box 219, Carrington, ND 58421-0219

Your letter of application should include the following information:

1. Name, home/college address, telephone number, and email address.
2. Your major and number of completed semesters by end of Fall 2019 semester.
3. Work experience beginning with the present employer, including dates of employment and position held.
4. A brief statement about experience with Extension, teaching, program planning and/or related experience; leadership and volunteer roles in community groups; description of career plans and why you are interested in this internship.
5. Three names of people familiar with your work including college instructors or employers. Include their phone numbers.
6. A list of the top four North Dakota counties or reservations that you are willing to be located in for the internship.
7. Please indicate the internship length that interests you; 8, 10, or 12 weeks, and whether you are interested in a full-time or part-time internship.