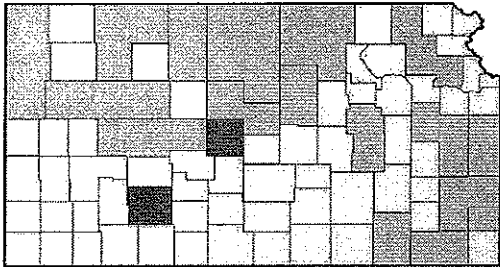


Position Announcement



K-STATE RESEARCH AND EXTENSION INTERN

Summer 2015

Two interns will be selected to work with K-State Research and Extension faculty to introduce youth and families to 4-H in Barton and Ford counties.

TITLE: K-State Research and Extension Intern for project, "Reaching New 4-H Families"

LOCATIONS: Offices in Great Bend and Dodge City, Kansas.

APPLICATION DEADLINE: Friday, January 16, 2015.

EMPLOYMENT: May 26, 2015 to August 7, 2015.

RESPONSIBILITIES

Project: Reaching New 4-H Families

Working under the supervision of K-State Research and Extension faculty, the intern(s) will assist in the development and implementation of research-based educational programming in 4-H Youth Development aimed at non-traditional 4-H or new 4-H families. Duties will include:

- Establishing youth programming that will reach new 4-H families. Information and outcomes from prior internships are available at http://www.ksre.ksu.edu/news/story/hispanic_families082813.aspx.
- Meeting with K-State Research and Extension faculty, local industry leaders, and local citizens, to plan and implement educational programs in science, agriculture, healthy living and leadership skills for underserved youth.
- Participating in related professional staff development that may be available.
- Completing other responsibilities assigned by the mentoring extension faculty.
- 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 departmental offices of K-State Research and Extension.
- This position will involve extension educational programming, **not** basic or applied research.

This position requires travel connected with official duties, including visits to offsite meeting locations and county extension offices, attendance at night and weekend meetings, and possible participation in other training events. Access to a personal vehicle, and a driver's license required.

An orientation will be held on the K-State campus on May 26, 2015.

QUALIFICATIONS

Required:

- Completion of the equivalent of at least four university semesters (will need to have reached at least junior status by the 2015 fall semester at any college or university).
- Ability to communicate effectively, both orally and in writing, with individuals and groups.
- Bi-lingual, bi-cultural in Spanish and English speaking communication.
- Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.

Preferred:

- 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 and to communicate through mass and social media.
- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Students majoring in agriculture, human ecology, education, or other related disciplines are encouraged to apply.

SALARY AND BENEFITS

- \$14.00 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: ksrejobs@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 **state you are applying for the "Reaching New 4-H Families" internship** and 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, mailing address, e-mail address, 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.

Include a copy of all college transcripts from any college or university from which you took courses applicable to this position. Photocopies are acceptable. If you took fewer than 12 hours at an institution, it is not necessary to submit those transcripts.

Reference Evaluations

Reference forms are located at: www.ksre.ksu.edu/jobinfo. Please provide a form to three individuals serving as a reference or refer them to this site. Forms can be submitted by completing the form ONLINE. Alternatively, a PDF version of the form can be printed, completed and returned directly from each reference by one of three methods: 1) scan and e-mail to ksrejobs@ksu.edu; 2) fax to 785-532-3079; or 3) mail to the address on the form: Extension Operations, 121 Umberger Hall, Manhattan, KS 66506. Reference forms are due by Tuesday, January 27, 2015.

APPLICATION DEADLINE

The letter of application, resume, and transcripts must be received no later than Friday, January 16, 2015, to assure review.

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.

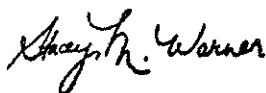
To check the status of application materials, contact Doris Merrill: 785-532-5790 or email: ksrejobs@ksu.edu. For more information about the responsibilities of the position, contact Stacey Warner, Leader, Extension Operations, 785-532-5790 or swarner@ksu.edu. For more information about K-State Research and Extension, visit: www.ksre.ksu.edu.

APPROXIMATE TIMELINE

November 17, 2014 – January 16, 2015	Applications accepted
January 20 – February 13, 2015	Interviews conducted
February 18 – March 4, 2015	Host offices review applications
March 9 – 27, 2015	Offers made to applicants
April 1, 2015	Intern positions filled

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans. Kansas State University encourages diversity among its employees. KSRE EEO Coordinator: Stacey M. Warner, 121 Umberger Hall, Manhattan, KS 66506. KSRE EEO Counselor: Daryl D. Buchholz, 123 Umberger Hall, Manhattan, KS 66506.

11/21/2014
Position #14-29



Stacey M. Warner
Leader, Extension Operations

