



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Agency:</b> Indiana State Board of Animal Health		<b>BU:</b> 000351
<b>Division:</b>		<b>Section/District:</b>
<b>Job Title:</b> Governor's Summer Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b> Communications Student Intern		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date:</b> May, 2012
<b>Job Opening ID# :</b> 577777		

### Purpose of Position/Summary:

Incumbent works for the State Board of Animal Health performing public relations/communications work in the areas of Indiana's animal disease control, food safety or biosecurity programs. Incumbent's duties will involve performing tasks under the supervision of the BOAH public information director and public information specialist. This individual should be committed to promoting agriculture through a degree in communications which is specialized in agriculture.

### Essential Duties/Responsibilities:

- Assist with basic upkeep and maintenance of the display and related materials, including maintaining stock of supplies (such as images, signage, letters, etc.).
- Assist current PIO staff in writing materials for BOAH, such as press releases, feature articles and online content.
- Will have the opportunity to ride along with BOAH field staff in order to learn about the different aspects of the agency.
- Assist with creating and staffing an agency presence for the Indiana State Fair.
- Maintains and submits a variety of records and reports on all phases of activities.
- Other duties as assigned.

### Job Requirements:

- General knowledge of the principles and practices of animal or food science.
- Basic familiarity with web design and social media.
- Knowledge of Adobe Design programs.
- Ability to communicate tactfully with a variety of different people encountered on the job in an effective manner.
- Ability to use current technology in the performance of the assigned duties including laptop computers, digital cameras, etc.
- Possess a current motor vehicle operator's license.
- Must be enrolled in and in good standing in an accredited collegiate program leading to a bachelor's degree in communications.

### Difficulty of Work:

Assignments involve a variety of tasks with topics in the fields of animal disease control, food safety or biosecurity programs. Written assignments could include technical pieces, feature articles, press releases, educational materials and promotion pieces. Incumbent carries out assignments under the general supervision of the Board of Animal Health to ensure that the programmatic goals and policies of the agency are accomplished. Incumbent may refer a problem to a BOAH public information officer. Almost all duties will be completed in an office setting. Overtime is necessary as required.

### Personal Work Relationships:

Incumbent must work tactfully with state and federal animal health and food safety regulatory personnel and the public in order to obtain their cooperation. These contacts are regular and recurring and require cooperative problem solving abilities in working with the public to maintain good communication about the topics at hand.

**Physical Effort:**

Position does not require any effort greater than normal office duties.

**Working Conditions:**

- Involves normal office working environment.
- BOAH central office is located on the Indiana State Fairgrounds in the old “girl’s dorm,” which sits just east of the 4-H Exhibition building. (This office is **not located** at the downtown Indiana Government Center.)
- Office hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.



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<b>Division:</b>		<b>Section/District:</b>
<b>Job Title:</b> Governor's Summer Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b> Food Science Intern		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date:</b> May 2012
<b>Job Opening ID# :</b> 577776		

### Purpose of Position/Summary:

Incumbent works for the State Board of Animal Health performing food science work in the enforcement of the state's food safety programs. Incumbent's duties will involve performing food science under the supervision of a BOAH Food Scientist.

### Essential Duties/Responsibilities:

- Performs a variety of duties related to the state's Dairy Inspection or Meat and Poultry Inspection Programs.
- Incumbent will be assigned one or more projects designed to develop critical thinking skills that will contribute to the intern's understanding of the program and will provide BOAH with a meaningful work product.
- Maintains and submits a variety of records and reports on all phases of activities.
- Accompany BOAH Food Safety Inspectors, Dairy and Meat and Poultry, on typical inspections of dairy plants, dairy farms, slaughter plants and meat/poultry processing facilities to learn the basics of the inspection processes.
- Performs other food safety and homeland security tasks.
- Maintains the security and up keep of all state and federal equipment used in the accomplishment of daily activities.
- Other duties as assigned.

### Job Requirements:

- Must be enrolled in and in good standing in an accredited program leading to a Bachelor's degree with a major or minor in Food Science.
- Knowledge of Computer based software, i.e., Microsoft Word, Excell, Power Point, etc.
- General knowledge of the principles and practices of food science as acquired through a regular course of study as a student in an accredited Food Science program.
- Ability to establish and maintain effective working relationships with associates; local, state and federal government representatives; and the general public.
- Ability to communicate effectively using good spelling and grammar.
- Ability to communicate tactfully and firmly with a variety of different people encountered on the job.
- Ability to use current technology in the performance of the assigned duties including laptop computers, Microsoft Office Suite, digital cameras, GPS devices, etc.
- Possess a current motor vehicle operator's license.

### Difficulty of Work:

Assignments involve a variety of problems in the field of food safety. Incumbent carries out assignments under the supervision of Board of Animal Health Food Safety program food scientists to ensure that the programmatic goals and policies of the agency are accomplished. Incumbent may refer a problem to a BOAH food scientist. Assignments may be in either an office or formal laboratory setting or in a field setting, e.g. dairy farm or food plant. Work will include office and field work. Field work is likely to include exposure to live domestic animals in a plant or farm setting. Overtime may be necessary as required. Instate travel may necessitate overnight stays away from home.

### Personal Work Relationships:

Incumbent must work tactfully with food scientists; local, state and federal regulatory personnel; and the public in order to obtain their cooperation. These contacts are regular and recurring and require cooperative problem solving abilities in working to identify food safety issues and in working with the public to maintain the safety of food.

**Physical Effort:**

Position does not require any effort greater than normal office duties.

**Working Conditions:**

- Involves normal office working environment.
- BOAH central office is located on the Indiana State Fairgrounds in the old "girl's dorm," which sits just east of the 4-H Exhibition building. (This office is **not located** at the downtown Indiana Government Center.)
- Office hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.



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<b>Division:</b>	<b>Section/District:</b>	
<b>Job Title:</b> Governor's Summer Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b> Veterinary Student Intern		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date:</b> May, 2012
<b>Job Opening ID# :</b> 577774		

### **Purpose of Position/Summary:**

Incumbent works for the State Board of Animal Health performing veterinary work in the enforcement of the state's animal disease control, food safety or biosecurity programs. Incumbent's duties will involve performing veterinary medicine and animal health tasks under the supervision of a BOAH veterinarian.

### **Essential Duties/Responsibilities:**

- Performs a variety of inspections on animals for diseases and pests to ensure that the livestock and/or animals meet State and Federal animal health or exhibition standards.
- Performs other regulatory inspections related to animal health, food safety, and biosecurity.
- Orders the rejection of animals presented for exhibition at fairs, shows and exhibitions that do not comply with State and Federal animal health or exhibition standards.
- Under the supervision of a BOAH veterinarian collects samples from livestock and other animals and prepares specimens for shipment and laboratory testing.
- Maintains and submits a variety of records and reports on all phases of activities.
- Conducts investigations with local and state authorities on suspect cases of animal disease or welfare as directed by the State Veterinarian.
- Performs other food safety and homeland security tasks.
- Maintains the security and up keep of all state and federal equipment used in the accomplishment of daily activities.
- Other duties as assigned.

### **Job Requirements:**

- Must be enrolled in and in good standing in an accredited program leading to a Doctor of Veterinary Medicine degree.
- General knowledge of the principles and practices of veterinary medicine as acquired through a regular course of study as a first or second year student in an accredited Doctor of Veterinary Medicine program.
- Ability to identify selected animal normal and abnormal conditions based upon physical examination as learned through a regular course of study as a first or second year student in an accredited Doctor of Veterinary Medicine program.
- Ability to learn and perform tissue/serum sample collections.
- General knowledge of pertinent Federal and State laws and regulations.
- General knowledge of animal husbandry and animal industry practices in the state.
- Ability to secure compliance with laws and regulations firmly, tactfully, and impartially.
- Ability to establish and maintain effective working relationships with associates; farmers and livestock operators; local, state and federal government representatives; and the general public.
- Ability to communicate tactfully and firmly with a variety of different people encountered on the job in an effective manner.
- Ability to use current technology in the performance of the assigned duties including laptop computers, digital cameras, GPS devices, etc.
- Possess a current motor vehicle operator's license.

**Difficulty of Work:**

Assignments involve a variety of problems in the field of animal inspection. Many animal inspections follow standardized procedures to identify animal diseases. Judgment, however, is exercised in determining if the health of animals complies with acceptable standards. Incumbent exercises judgment in applying Federal and State guidelines and regulations. Incumbent makes decisions regarding the clinical presentation of disease in animals. Incumbent makes recommendations or has final authority for the animal inspections, and for rejecting for exhibition of diseased, suspect or exposed animals. Incumbent carries out assignments under the general supervision of the Board of Animal Health to ensure that the programmatic goals and policies of the agency are accomplished. Incumbent may refer a problem to a BOAH veterinarian. Assignments may be in either an office or formal laboratory setting or in a field setting, e.g. exhibition, farm, food plant, etc. Work will include working with live domestic and wild animals in a clinical, laboratory, field or farm setting. Overtime is necessary as required. Instate travel may necessitate overnight stays away from home.

**Personal Work Relationships:**

Incumbent must work tactfully with veterinarians; local, state and federal regulatory personnel; animal health specialists; animal owners, managers, agents, dealers; and the public in order to obtain their cooperation. These contacts are regular and recurring and require cooperative problem solving abilities in working to identify animal diseases and in working with the public to maintain the health of companion animals and Indiana farm animals.

**Working Conditions:**

- Involves normal office working environment.
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