

CASS COUNTY EXTENSION SUMMER INTERN

POSITION DESCRIPTION:

Cass County Extension Summer Intern (paid position)

- The Cass County Purdue Extension Summer Intern works with and reports directly to the Cass County Extension Educators. The applicant will learn about the Purdue Cooperative Extension Service, its mission, its informal educational role and operation. Position begins mid-May and goes through early August with the intention of a 35 hours work week.

RESPONSIBILITIES:

- Assist Extension Educators with programming, such as preparing, delivering and evaluating educational programs, compiling and designing educational materials, assisting in event coordination and educational presentations, workshops and trainings.
- Assist clerical staff with activities and projects needed to prepare for the Cass County and Indiana State Fair (i.e. making posters, online recordkeeping, filing, mailings, etc.)
- Assist with miscellaneous 4-H activities such as Mini 4-H meetings, 4-H camps, check-in and check-out for project judging, assisting with livestock shows, organizing supplies for 4-H events (i.e. scorecards, manuals, supplies), taking inventory of ribbons, scorecards, and manuals after the Fair.
- Assist with public relation activities for the Purdue Extension Service program, including attending and assisting at a variety of Extension meetings and programs, managing social media pages for Purdue Extension and corresponding to emails and assisting customers in the office.
- Perform clerical work including use of office equipment and computers, answer telephones, assist walk-in clientele and strictly observe office confidentiality and maintain harmonious office relationships.
- Be committed and dedicated to young people and their growth in all areas through Extension.
- Availability to work outside of normal business hours, including early mornings, evenings and weekends.
- Assist with general office duties as required and other duties as assigned

QUALIFICATIONS:

- A willingness to become familiar with and follow all guidelines and policies of the Purdue Extension Service, State 4-H Program and Cass County 4-H Program.
- Individual should be highly motivated, dependable, able to work with the public, follow instructions and have a positive, supportive attitude toward staff, Purdue University, and the Cooperative Extension Service.
- A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- The ability to work and communicate effectively in both verbal and written forms.
- High school diploma required. College coursework preferred.
- Prior office/work experience a plus but not required.
- Basic computer skills and Microsoft Office skills are desired, especially in Word and Excel and familiarity with social media best practices.
- Punctual. Observe office hours and relay needed information/messages promptly to staff.
- Individual should be able to work without direct supervision.
- Reliable transportation is needed as regional travel is expected.
- Must pass a drug screen, criminal background check, and sign the Adult Behavioral Expectations form upon start of employment.