

Summer Intern, Purdue Extension – Noble County

Title: Summer Intern
County: Noble
Extension contact: Matt Dice
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Contact phone: 260-636-2111

Position description:

The Summer Intern will support Extension programming in Noble County, which includes 4-H & Youth, Agriculture & Natural Resources, and Health & Human Sciences. Duties may include working with 4-H, Extension Homemakers, and/or Master Gardeners at the Noble County Community Fair and 4-H Mini Camp. The candidate may also be involved in field scouting, data entry, general office duties, customer service, answering phones, and more. The position requires computer skills, teamwork, and the ability to work flexible and evening hours during the fair.

Candidates may be college students pursuing agriculture, natural resources, youth development, health and human sciences, or related careers.

This will be a temporary position with no employment benefits available and no unemployment benefits at the conclusion of the position. Hours are typically 8:00 a.m. to 4:00 p.m., with a maximum of 40 hours per week. Weekends and evenings during fair week are required. There will be no overtime or compensation time. Pay will start at \$12.00 per hour.

REQUIREMENTS

- High School diploma or GED
- 18 years of age or older
- Proficient computer skills and ability to work with Microsoft Office, especially Excel
- Ability to communicate orally and in writing with co-workers
- Ability to work independently and with minimal supervision
- Creativity and willingness to bring new ideas to the table
- Ability to safely lift 50 pounds

Interested applicants can apply by submitting:

1. Cover Letter
2. Resume
3. Noble County Government Application: from the Noble County Indiana website, go to public notices, job postings and select 'Download Employment Application here'
<http://nobleco.squarespace.com/public-info/>

Drop off your application packet at the Extension Office or email to nobleces@purdue.edu by Monday, March 4, 2024.