



K-STATE

**Research and Extension
Cottonwood Extension District**

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<http://www.cottonwood.ksu.edu>

TITLE: *Cottonwood Extension District - Summer Internship*

LOCATION: 1 position based in Hays, KS

APPLICATION DEADLINE: will remain open until filled

EMPLOYMENT: Summer 2022 – Up to 10 weeks (400 hours); will require some evening and weekend work commitments.

RESPONSIBILITIES:

The position will allow the successful candidate a chance to experience all areas of the Extension program through involvement in day-to-day projects, including assisting the public, working with Agents and coordinating projects for the Barton County Fair, July 6 – 10 or Ellis County Fair, July 16 – 23. Some job responsibilities may require some outside physical labor.

QUALIFICATIONS

- ✓ Required: Completion of at least four university semesters
(Will need to have reached at least junior status by the 2022 fall semester)
- ✓ Students majoring in agriculture, family & consumer science, education, communication, media and marketing, or other related disciplines are encouraged to apply.
- ✓ Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- ✓ 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.
- ✓ Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.
- ✓ Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.

TO APPLY: Submit Resume, Cover Letter and Contact Information for 3 References to:

Hays Position

Cottonwood Extension Office – Hays
601 Main St.
Hays, KS 67601
(786) 628-9430

Or you may e-mail application information to Donna Krug, District Director, at: dkrug@ksu.edu

TO LEARN MORE: To learn more about K-State Research and Extension work in Cottonwood Extension District, visit www.cottonwood.ksu.edu

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Affirmative Action/Equal Opportunity employer committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons (including employment of disabled veterans and veterans of the Vietnam era.) EEO Coordinator: Jennifer Wilson, 121 Umberger Hall, Manhattan, KS 66506. EEO Counselor: Gregg Hadley, 123 Umberger Hall, Manhattan, KS 66506.

Cottonwood Extension District
Kansas State University
Agricultural Experiment Station
and Cooperative Extension
Service

K-State, County Extension
Councils, Extension Districts,
and U.S. Department of
Agriculture Cooperating.

K-State Research and
Extension is an equal
opportunity provider and
employer.