

Extension Student Intern

Position Details

Position Information

Position Title Student Outreach Assistant

Job Title Extension Student Intern

Appointment Type Student Employee

Job Location Various Locations

Position Appointment Percent 100%

Appointment Basis 12

Min Hourly Rate \$14.00

Max Hourly Rate *

Position Summary

This recruitment will be used to fill multiple part-time (a maximum of 40 hours per week during the summer break) Extension Student Intern positions for the Extension Offices at Oregon State University (OSU). Internships may be located in the following counties: Baker, Clatsop, Columbia, Coos, Crook, Deschutes, Grant, Lincoln, Malheur, Marion, Polk, Tillamook, Umatilla, Wallowa, Wasco.

An internship with Oregon State University's Extension Service offers a rewarding service-learning experience, in one of our 35 Extension offices across Oregon and allows you to gain valuable skills and knowledge that will benefit you in your academic program and in your future career. Our paid internship programs are intended to:

- Invest in OSU undergraduate education by creating a unique, locally-based, service-learning experience
- Build the bench of future Extension Professionals
- Bring new and diverse ideas and energy to our state-wide offices
- Continue to co-create new and impactful solutions with local delivery
- Strengthen cross-unit partnerships at OSU

The Extension Student Internship Program may be of interest to students with:

- An interest in possibly pursuing an Extension career
- A desire to serve others and a genuine interest in people
- The ability to lead, teach, motivate and communicate effectively
- The motivation to continue learning and growing professionally
- The desire and ability to work as a team member
- Strong verbal and written communication skills;
- Academic interests that align with ours could support innovative program in areas such as: agriculture, forestry, fisheries, community and public health, nutrition, youth development, tourism, work force development, outdoor recreation, small business/market development, science and environmental education, sustainability, disaster preparedness, and communications.

Your internship will help you grow professionally and may even give you the opportunity to consider careers in agriculture, food systems, nutrition, youth development, community development, family and community health, natural resources, and environmental science. Our internships can last for as long as 10-weeks and will usually take place during the summer. Interns can receive credit for their internship experience, but must coordinate with their college internship coordinator prior to applying.

As an OSU Extension Intern you will work with our local professionals and community members to make a positive impact in the community you serve. We work in a values-driven environment. As such our work is Community-Based, delivered with Accountability and Credibility. We encourage Diversity, value Partnerships, and Responsiveness in our Extension programming. Our Extension Interns will work in program areas to include: agriculture, community foods systems, forestry, community health, environmental science, natural resources, climate sciences, nutrition, fisheries, youth development, outdoor economy, workforce development, college and career access, and tourism.

For more information please visit the internship website:

<https://extension.oregonstate.edu/about/career-opportunities>

As an OSU Extension Intern, you will be serving in one of our 35 county-based offices across the state. This provides the opportunity to make a difference in your home community or serve and learn about a new part of our wonderful state. Your internship will be as diverse as your interests, the people we serve, and the needs of our communities. During your internship you may find yourself:

- Working with agriculture or forestry faculty to deliver educational workshops to landowners
- Partnering with Extension 4-H faculty to support youth development activities in a community
- Developing innovative programming to support small farms or local farmers markets
- Working alongside our Supplemental Nutrition Education Teams to deliver educational programming at a local food bank or bi-lingual programming to youth.
- Lending your talents to a community partnership that explores using art and literature to educate a diversity of stakeholders on the value of local natural resources
- Developing a communications or outreach plan to support programming or community education
- Bring to reality a new idea of your own in support of the OSU Extension mission and the communities we serve

If you would like to have a unique and rewarding experience as you work with a team of professionals to strengthen communities and economies, sustain natural resources, and promote healthy families and individuals, consider applying for an internship with OSU Extension.

Position Duties

An Extension Student Intern:

Works with Extension program and office staff to coordinate and implement hands-on, educational program events and activities.

Participates in meetings where local issues are identified and prioritized, and program results and plans are discussed.

Assists in preparations for planned events and activities by gathering information, assembling materials, contacting participants, and soliciting support from external sources. As appropriate, conducts the teaching, training, or other program presentations.

Seeks information from mentors and colleagues regarding the history, purpose and mission of the Oregon State University Extension Service.

In some cases, may identify and develop a value-added process, program, or training tool that may be implemented within the hosting unit's current operations. This contribution should provide a substantial addition to the intern's resume as practical and applicable work experience.

Maintains a log, blog, or journal, as outlined by the Internship Coordinator, outlining internship experiences in order to complete the required record of internship. Completes and submits record of internship at the conclusion of the internship.

A complete listing of host sites and location-specific project description information can be found at Internship Host Locations. Students are highly encouraged to research internship locations through the County Extension websites.

Minimum Qualifications

Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>)

Additional Required Qualifications

- Must have an undergraduate cumulative GPA of 2.5 at the time of application (exceptions will be considered with substantial justification).
- Interns must be eligible to work in the United States.
- Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences.
- Must possess deductive reasoning skills and be able to analyze and synthesize information for problem solving.
- Must have a personal commitment to working with diverse clientele and colleagues.
- Must have a valid driver's license.
- Student applicants must have completed their freshman year prior to the start of the internship.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.

This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030.

Preferred (Special) Qualifications

- Experience working with volunteers and youth is preferred.
- Students applying to internships in their home counties will be given priority.

**Working Conditions /
Work Schedule**

- Interns will work up to 40 hours per week for a maximum of 10 weeks in the summer at a rate of \$14/hour.
- Housing is not provided.
- This position requires travel connected with official duties, including attendance at night and weekend meetings. (Mileage reimbursement will be provided.) As such, applicants must be willing to travel within the local area and work flexible hours.

Posting Detail Information

Posting Number P06164SE**Number of Vacancies** multiple**Anticipated Appointment
Begin Date** 06/30/2020**Anticipated Appointment
End Date** 09/15/2020**Posting Date** 01/10/2020**Full Consideration Date****Closing Date** 02/15/2020**Indicate how you intend
to recruit for this search** Competitive / Student - open to ALL qualified/eligible students**Special Instructions to
Applicants**

When applying you will be required to attach the following electronic documents:

1) A Resume/Vita

For additional information please contact: Wiley Thompson at wiley.thompson@oregonstate.edu
 OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Note: All job offers are contingent upon Human Resources final approval.

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This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please list the top 5 counties, in order, that you would want to work in. Participating counties include: Baker, Clatsop, Columbia, Coos, Crook, Deschutes, Grant, Lincoln, Malheur, Marion, Polk, Tillamook, Umatilla, Wallowa, Wasco. If you have a home county in Oregon, please specify as well.
(Open Ended Question)
2. * What interests you about an internship with OSU's Extension Service? How will you use your studies and talents to contribute to Extension programming during your internship?
(Open Ended Question)
3. * What value does diversity bring to an organization?
(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume

Optional Documents

1. Cover Letter