Summer Internships, 2019

General Information: Interns will gain professional experience in utilizing informal education strategies by partnering with agents to plan, implement, and evaluate outreach and/or research programs for adults and youth in field offices. MSU Extension Interns work in county or reservation Extension offices under the direction of one or more Extension agents. Upon completion of an internship the student will have an understanding of the nature and responsibilities of being an MSU Extension field faculty member.

Responsibilities:
1. Increase educational experiences for Extension clientele.
2. Provide expanded educational opportunities (skills and knowledge) for youth or adults.
3. Provide program leadership to at least one educational programming effort.
4. Become a part of the Extension team in the office.

Required Qualifications:
1. Willingness to learn and be involved with many aspects of local Extension programming
2. Demonstrated ability to work successfully with youth or adults
3. Demonstrated ability to take initiative in projects and activities under supervisor’s guidance
4. Good written and verbal communication skills
5. Effective organizational skills
6. Ability and interest to serve the audience(s) and program disciplines identified for the specific position details.

Preferred Qualifications:
1. Interest in pursuing a professional career in Extension or other related fields

A successful applicant will have a positive attitude, creative thinking abilities, experience developing collaborative efforts, and the ability to pursue innovative approaches to problem solving.

Note: If an intern applies for University credit for the internship, additional requirements (i.e., junior standing) and responsibilities may apply.

Contact Information: Please contact individuals listed in the “Specific Information” section for questions about the individual positions.

Application Procedure: (applications due: October 31, 2018: Interviews: November 2018)
1) Letter of application addressing each listed qualification;
2) Current resume;
3) List of specific internships of interest; and
4) Name, addresses and phone numbers for three references;

Employment is contingent on successful completion of a background check.

Submission of items 2, 3 and 4 in electronic form is encouraged (Word or PDF). Send files as attachments to:
maryfran@montana.edu

Paper documents may be sent to:
Mary Fran San Soucie, MSU Extension Personnel, 211 Culbertson Hall
PO Box 172230
Bozeman, MT 59717-2230
406-994-6648, Fax 406-994-1756
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### Central Region

**Cascade County (Great Falls, MT)**

**Brief Description of Duties:** PROGRAM RESPONSIBILITIES Through the intern position with Cascade County Extension, the selected intern should expect to have a well-rounded experience in Extension by working side-by-side with each Extension Agent. The successful intern candidate will have the opportunity to plan and implement at least one Extension program from conception to delivery in the area of their choosing as well as assist with prescribed activities to gain a first-hand experience in all aspects of Extension and its diverse clientele. What the candidate can expect to learn in each Extension area:

- **FCS:** Learn about food safety and nutrition issues, test pressure canners, work with county employees through county wellness programming, work with the Grandparents Raising Grandchildren program, and assist with the DEEP program.
- **AG:** An introduction to weed and pest control and identification, soil testing, hay testing, orange wheat blossom midge scouting, Noxious Weed Seed free forage field inspections, horticulture inspections, and other Ag-related issues.
- **4-H:** Assist with event planning specifically Camp, Livestock Show, Horse Show, and the Montana State Fair. Work with volunteers and youth. Teach a workshop at 4-H Camp. Learn about risk and safety management through chaperoning events such as Montana 4-H Congress. LQA and carcass grading will also be included as part of the learning opportunities.

**OVERALL** - Work with all ages of the public - Serve in multiple program leader roles - Ability to plan and customize a program in an area of Extension of their choosing under the supervision of the related agent. Skills gained will include budgeting, program content development, marketing, and teaching. - Assist with a variety of programs and events in different capacities in each area of Extension. - Learn basic skills in customer service.

**Disciplines required/desired:** 4-H Youth Development, Family and Consumer Sciences, Ag, and Natural Resources.

**Compensation:** Up to $4,800.00 for approximately eight full-time weeks

**Supervising Agent:** Rose Malisani, Jerrica Seilstad, and Katrin Finch

**Housing options/Help:** Possible resources.

**Dates:** June-July–some August

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### Fergus/Petroleum Counties (Lewistown, MT)

**Brief Description of Duties:** Helping with the 4-H camps and workshops. Assisting the agents with their work. We would like some photography skills, and would like to have this intern take all the photos during fair.

**Disciplines required/desired:** Natural Resources, Agriculture, Community Development, 4-H Youth Development

**Compensation:** Up to $4,800 for approximately eight full-time weeks

**Supervising Agent:** Denise Seilstad

**Housing options/Help:** Possible resources

**Dates:** June-July

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### Ft. Belknap Reservation (Harlem, MT)

**Brief Description of Duties:** Assist agents in implementation of all programming efforts, including agricultural, family & consumer sciences, 4-H and community development.

**Disciplines required/desired:** Natural Resources, Agriculture, Community Development, 4-H Youth Development

**Compensation:** Up to $4,800 for approximately eight full-time weeks

**Supervising Agent:** Liz Werk/Hillary Maxwell

**Housing options/Help:** Possible resources

**Dates:** June-July

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### Eastern Region

**Yellowstone (Billings, MT)**

**Brief Description of Duties:** Areas of work are flexible depending on the interns interests. 4-H work is done for camp, Montana Fair and other activities and events. The office also has opportunities in agriculture, family and consumer sciences and horticulture

**Desired Skills or Experience:** Interest in being involved in a very active county and desire to learn, as well as take advantage of many opportunities.

**Disciplines required/desired:** 4-H Youth Development, Ag & Natural Resources, Family and Consumer Sciences, Community Development

**Compensation:** Up to $4,800.00 for approximately eight full-time weeks

**Supervising Agent:** Jackie Rumph (406) 256-2828

**Housing options/Help:** None

**Dates:** Summer – 8 weeks-flexible
### Western Region

**Park County (Livingston, MT)**

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<tr>
<th>Brief Description of Duties:</th>
<th>This person will be responsible for assisting with the Park County 4-H Camp (June 23-27) and preparing for and assisting with the Park County 4-H Fair (dates TBA). They will also be responsible for assisting with agriculture, natural resources, and weed projects throughout the summer, accompanying the agent on site visits in these areas, and monitoring weeds on multiple projects in the county. There will also be opportunities for exposure to Community Development and Family and Consumer Science programming in Park County.</th>
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</thead>
<tbody>
<tr>
<td>Desired Skills or Experience:</td>
<td>Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.</td>
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<tr>
<td>Disciplines required/desired:</td>
<td>4-H Youth Development, Ag &amp; Natural Resources, Family and Consumer Sciences, and Community Development.</td>
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<td>Compensation:</td>
<td>Up to $4,800 for approximately eight full-time weeks</td>
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<td>Supervising Agent:</td>
<td>Mary Anne Keys (406) 222-4156</td>
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<td>Housing options/Help:</td>
<td>None</td>
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<td>Dates:</td>
<td>June – Early August</td>
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### Gallatin County, (Bozeman, MT)

| Brief Description of Duties: | The intern would assist with programming needs for the three Extension Agents in Gallatin County. The program areas include Agriculture, Natural Resources and 4-H youth development. Within the three program areas the intern will be exposed to the following. Agriculture: Participate in site visits with local producers throughout Gallatin County. Assist the Ag Agent with answering horticulture questions including plant and weed ID, disease and insect ID and general horticulture questions. Help organize Master Gardener functions, including weekly plant clinic. Natural Resources: Help plan, and market outreach educational programs related to Natural Resources with an emphasis on wildfire, forestry and climate science. Participate in site visits related to forest stewardship and wildfire risk reduction programs. Attend MSU Extension Climate Science Team meetings and events. 4-H Youth Development: Attend Gallatin/Park 4-H Camp in June as a chaperone. Assist 4-H agent and support staff in fair prep. Help organize and run the 4-H portion of the Big Sky Country State Fair in July. Create marketing pieces for Gallatin County 4-H. Attend various meetings of 4-H committees. Work with 4-H volunteers to complete various projects. Overall Office: Assist the Administrative Assistant with answering phone calls and walk in customers. Help update social media sites for all program areas. Write articles for office newsletter. Help with other duties such as printing materials, filing, shredding, mailing, and organizing materials. |
| Disciplines required/desired: | 4-H Youth Development, Agriculture, Natural Resources, and Community Development. |
| Compensation: | Up to $4,800 for approximately eight full-time weeks |
| Supervising Agent: | Kelton Jensen |
| Housing options/Help: | Possible resources |
| Dates: | Mid-June-Early August |