

Summer Office Internship

College Level Internship

KANSAS STATE
UNIVERSITY

Extension
Riley County

Position Overview

The Riley County Extension *Summer Office Internship* will provide support for educational programming in: youth development, agriculture, family and consumer science, and community engagement. The internship will work closely with extension agents and report to the county extension director. This position is designed to provide meaningful hands-on experience in extension work, public service, and community programming.

Application Date

Review of applications will begin on March 23, continuing until the position is filled.

Internship Program Dates

May 18 – August 8, 2026

- *Standard Week (11 weeks): 20 hours /week*
- *Fair Week (July 20-27): Up to 40 hours*
- *260 Total Hours*

Preferred Knowledge, Abilities, and Skills

- Ability to represent the local office of K-State Research and Extension in a professional manner
- Ability to represent K-State Extension in a professional, friendly manner
- Strong organizational skills and attention to detail
- Ability to work independently and as part of a team
- Strong communication skills with youth, families, volunteers, and community partners
- Basic proficiency with Microsoft Office (Word, Excel, Outlook)
- Ability to work outdoors during programming and fair activities
- Interest in youth development, agriculture, education, or community service (preferred but not required)

Work Environment

This position involves indoor and outdoor work at the extension office, community sites, and the Riley County Fairgrounds. Fair week and special events may require evening or weekend hours.

Responsibilities

General extension Office Support, including but not limited to:

- 4-H Youth Development
 - Assist with summer 4-H activities, events, and workshops
 - Support youth cooking classes and other FCS youth programs
 - Help coordinate livestock practices for competitors preparing for the 4-H State Sweepstakes Contest
- Agriculture & Livestock Programming
 - Assist with Show Camp, Tractor Safety School, and ATV Safety Clinic
 - Provide support to livestock project leaders and youth throughout the summer
- Riley County Fair Support
 - Assist with preparation and logistics of 4-H judging
 - Help with show management, ring duties, and exhibitor coordination
 - Serve as a backup livestock show photographer
 - Perform fairground operational tasks as needed

Benefits

Hourly rate of \$17/hour

Application Procedure

Candidates may submit a cover letter and resume electronically to [Daniel Skucius at skuciUSD@k-state.edu](mailto:skuciUSD@k-state.edu) or in-person at 110 Courthouse Plaza, Room B220, Manhattan, KS 66502.