

February 15, 2021

SUBJECT: Summer Internship with the Riley County Extension Office, Manhattan, KS

Riley County K-State Research and Extension is looking to hire a college student for a summer internship position for 2021. The start and ending date is negotiable, but prefer to get someone on board in early to mid-June and remain with us through the first week of August.

We are seeking someone who will be a dedicated employee that will further the mission of extension. Job responsibilities will include helping to organize, plan, and possibly do some teaching, primarily in the area of youth development, but other areas may be considered, depending on the candidate's interests (agriculture/horticulture and/or family and consumer science) and strengths. There will also be some general office duties, but that is not the primary responsibility of this position. A large part of the candidate's responsibilities will be center around assisting with and preparing for the Riley County Fair. These duties will include organization and conducting/helping with events at the fair as needed. Candidate should possess computer skills, be well-organized, have an excellent work ethic, be a self-starter, and a team player.

This is a great opportunity for a student who is interested in extension work and must have completed at least one year of college. The pay will be an hourly wage for this position and the job will typically be 40 hours per week, with perhaps an adjustment of hours during fair week.

Interested individuals may apply by submitting a cover letter, a resume, and a list of three references with contact information to Gary Fike, County Extension Director. Electronic submissions are accepted at garyfike@ksu.edu or may be mailed in care of him to: Riley County Extension, 110 Courthouse Plaza, Room B220, Manhattan, KS 66502.

DEADLINE FOR APPLICATIONS IS TUESDAY, MARCH 15, 2021

Kansas State University, County Extension Councils, Extension Districts, and US. Department of Agriculture Cooperating.

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