

## MSU Extension Personnel

211 Culbertson Hall  
P.O. Box 172230  
Bozeman, MT 59717-2230  
Tel: (406) 994-1752 <http://www.msueextension.org>

### Summer Internships, 2012

**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. Enrolled in a university degree program
2. Willingness to learn and be involved with many aspects of local Extension programming
3. Demonstrated ability to work successfully with youth or adults
4. Demonstrated ability to take initiative in projects and activities under supervisor's guidance
5. Good written and verbal communication skills
6. Effective organizational skills
7. 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 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 additional responsibilities might apply.

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

### **Application Procedure: (applications due; March 2, 2012; Interviews: March 22, 2012)**

- 1) Letter of application addressing each listed qualification;
- 2) Current resume;
- 3) List of internships of interest; and
- 4) Name, addresses and phone numbers for three references;

Submission of items 2, 3 and 4 in electronic form is encouraged (Word, WordPerfect or PDF). A signed letter of application must also be sent by mail or electronically in order to assure receipt of original signature. Send files as attachments to [julia.heard@montana.edu](mailto:julia.heard@montana.edu).

Paper documents may be sent to:

Julia Heard, MSU Extension Personnel, 211 Culbertson Hall  
PO Box 172230  
Bozeman, MT 59717-2230  
406-994-1752, Fax 406-994-1756

**Central Region**

**Glacier (Cut Bank, MT)**

**Brief Description of Duties:** Help plan, organize, implement various 4-H outreach events including county portion of the 4 county fair. Do followup work with parastoid release sites in conjunction with the sawfly study. Work to develop a community outreach educational component with the new community garden.

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

**Compensation:** TBD

**Supervising Agent:** Damon Bunting (406) 873-2239

**Housing options/Help:** Maybe

**Dates:** June 1 - Sept 1, 2012 8 weeks of time within that schedule

**Sweet Grass (Big Timber, MT)**

**Brief Description of Duties:** To be Determined as we go, envision several projects documenting Extension work with Ag producers, some film media work with 4-H members.

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

**Compensation:** TBD

**Supervising Agent:** Marc King (406) 580-2556

**Housing options/Help:** Yes

**Dates:** June 1- August 17, 2012

**Teton County (Choteau, MT)**

**Brief Description of Duties:** Organize/teach/facilitate summer day camps in four locations in county. Assist with 4-H camp, county fair; food preservation and babysitter training classes. Nitrate testing, hay certification, etc. Minimal administrative assistant work.

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

**Compensation:** TBD

**Supervising Agent:** Jane Wolery (406) 466-2491

**Housing options/Help:** Uncertain at this time.

**Dates:** June-August 2012

**Toole County (Shelby, MT)**

**Brief Description of Duties:** Provide programming 2 times a week to the Summer School on gardening and healthy eating lifestyles. Serve as summer coordinator for the Shelby Community Garden. Assist with Marias 4-H Fair.

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

**Compensation:** TBD

**Supervising Agent:** Alice Burchak (406) 424-8350

**Housing options/Help:** Uncertain at this time.

**Dates:** June 15- August 15, 2012

**Eastern Region**

**Dawson County (Glendive, MT) – 2 positions**

**Brief Description of Duties:** Responsibilities could range from High Tunnel Production system; Community Supported Agriculture Project; Chicken Tractor Project; 4H Camp (week of June 11); County Fair (August 9 - 12); Farmers Market, High Tunnel project at prison; Extension Office Operations; Asparagus, strawberry, raspberry, and squash production; Food Development Center operations; to local foods store operations. The intern (or interns) would be able to pick from the many projects available. The only projects that would be required would probably be 4H Camp, Extension Office Operations, and the County Fair.

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

**Compensation:** TBD

**Supervising Agent:** Bruce Smith (406) 377-4277

**Housing options/Help:** none

**Dates:** June 1 – August 15, 2012

**Rosebud-Treasure (Forsyth, MT)**

**Brief Description of Duties:** Intern should be prepared to experience all aspects that extension has to offer. Agriculture will include Insect ID, Crops, water, soils, fertilization, grazing, lease/rent of farm land, plant ID, weed management, pesticide applicator program, and many questions on gardening. Involvement with local community garden. 4-H in quality assurance, 4-H camp, Judging clinic, June weigh-in, 4-H congress preparation and help with county fair. Help line up (if possible) ultra sound technician for all market animals at county fair. Other duties include water, forage and soil sampling. Meetings/groups include fairboard, county Commissioners, Lions club, Garden club, weed boards, Community gardeners, Local Business persons etc.

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

**Compensation:** TBD

**Supervising Agent:** Byron Hould/Jennifer Anderson (406) 346-7320

**Housing options/Help:** none

**Dates:** May 9 - July 29, 2012

**Yellowstone (Billings, MT)**

**Brief Description of Duties:** Based on the interns interest areas. Projects related to youth development and others once the individual is selected.

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

**Compensation:** TBD

**Supervising Agent:** Roni Baker (406) 2546-2828

**Housing options/Help:** We can work with the individual to secure housing.

**Dates:** Summer - flexible depending on the interns schedule

**Western Region****Lincoln (Eureka, MT)**

**Brief Description of Duties:** Interns will gain experience in utilizing informal education strategies by partnering with the agent to plan, implement, and evaluate outreach and/or research programs for adults and youth in field offices; work cooperatively in an office with support staff, a SNAP-Ed coordinator and local 4-H and community development volunteers and teens. Upon completion of the internship, the student will have an understanding of the nature and responsibilities of being an MSU Extension field faculty member. Responsibilities include: Increase educational experiences for Extension clientele; Provide expanded educational opportunities (skills and knowledge) for youth or adults; Provide program leadership to at least one educational programming effort; Become a part of the Extension team in the office.

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

**Compensation:** TBD

**Supervising Agent:** Rae Lynn Hays (406) 296-9019

**Housing options/Help:** We can work with the individual to secure housing.

**Dates:** Summer - flexible

**Park County (Livingston, MT)**

**Brief Description of Duties:** Responsible for assisting with agriculture, natural resources, and weed projects throughout the summer; accompanying the agent on site visits in these areas. If grants applied for in 2011 are funded, will assist in fulfilling grant requirements, preparing materials, etc. Responsible for assisting with the Park County 4-H Camp (June 13-16), preparing for the Park County 4-H Fair, and assisting during the Park County 4-H Fair (July 30-August 4).

**Disciplines required/desired:** 4-H Youth Development, Ag & Natural Resources, Community Development.

**Compensation:** TBD

**Supervising Agent:** Mary Anne Keys/Tracy Mosley (406) 222-4156

**Housing options/Help:** Close proximity to Bozeman would allow the intern to commute and not have to have housing in the community.

**Dates:** June 4 – August 10, 2012

**Sanders County (Thompson Falls, MT)**

**Brief Description of Duties:** Responsibilities will be within the 4-H/Youth Development programming area. The major component of this will be to design and implement a day camp to be delivered in two-four Sanders County communities. Additional peripheral responsibilities may include: Staff Extension booth at Community Market with Extension Agent(s); Assist with orientation of Congress delegates; Coach Congress teams as needed; Conduct 4-H project clinics within intern's area(s) of expertise and interest; Work with agents on current programming as needed

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

**Compensation:** TBD

**Supervising Agent:** Meghan Phillippi (406) 827-6934

**Housing options/Help:** If desired, local office will secure housing with a host family.

**Dates:** May 15- July 15, 2012 (flexible)