



**General Information:** Interns will gain professional experience utilizing nonformal education strategies by partnering with Extension agents to plan, implement, and evaluate educational 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 understand the nature and responsibilities of being an MSU Extension agent.

**Responsibilities:**

1. Increase educational experiences for Extension clientele.
2. Expand educational opportunities (skills and knowledge) for youth or adults.
3. Lead 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 on projects and activities under a 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

**Desired Skills or Experience:** 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. 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 other responsibilities may apply. Consult with your advisor.

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

**Compensation:** Up to **\$5,250.00** for approximately eight full-time weeks

**Application Procedure:** **(applications due; November 18, 2022)**

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

Employment is contingent on successful completion of a background check.

To complete your application, provide your contact information and upload the required documents at [this site](https://bit.ly/3yYffOy).  
<https://bit.ly/3yYffOy>



## Eastern Region

### Fallon-Carter Counties (Baker, MT)

**Brief Description of Duties:** This will be a unique internship opportunity that will be shared in the Southeastern Extension Region. This will give an intern the chance to learn from Ag and 4-H agents, an FCS agent, and a community development agent. This intern will primarily spend time in Fallon-Carter, Prairie (Terry, MT), and Custer Counties (Miles City, MT).

*Some specific responsibilities include:* Develop, organize, plan, and evaluate 4-H project workshops; assist in planning and implementing county-wide 4-H events including All Events Day and weigh-ins; assist with implementation of regional 4-H events including the Southeastern 4-H camp, Oreo trip, and Small Animal Judging Day; assist with general 4-H program management; respond to requests for information at the County Extension Office - common requests include horticulture concerns, crop and insect questions, forage and range concerns; perform forage nitrate tests and water quality tests; assist in agriculture field calls and inspections; assist agent in MSU Extension insect monitoring projects; assist in the planning and implementation of summer weed and crop tours and other educational events for agriculture producers; assist with planning, administrative management, and implementation of various fairs in the Southeastern region; participate in 4-H Council, Fair Board, and Weed Board meetings.

**Disciplines required/desired:** Agriculture & Natural Resources, 35%; Community Development, 10%; Family & Consumer Sciences, 15%; and 4-H Youth Development, 40%.

**Important Dates or Events:** Middle School Oreo Trip, June 12-15 and August County Fairs.

**Supervising Agent:** Amanda Williams.

**Housing options/Help:** Connect the intern with useful resource people.

### Yellowstone (Billings, MT)

**Brief Description of Duties:** The Yellowstone County intern will be expected to try a variety of activities over the summer, they will experience having 4 agents including a horticulturist in which to learn about MSU Extension programming. Primarily they will be focused on supporting the 4-H program and activities but will have opportunities to work in Ag and FCS. Being self-motivated and a learners attitude is a must.

**Disciplines required/desired:** Agriculture & Natural Resources, 25%; Community Development, 0%; Family & Consumer Sciences, 25%; and 4-H Youth Development, 50%.

**Supervising Agent:** Roni Baker

**Housing options/Help:** Possible host family or connect the intern with useful resource people.

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## Central Region

### Glacier (Cut Bank, MT)

**Brief Description of Duties:** This position is designed to assist the AG and FCS/4-H Youth Development Agents and other Extension staff and leaders in Glacier County and three collaborating counties during the busy summer months. Summer Interns gain experience for future educational employment while learning more about Extension in Montana.

**Responsibilities**

Plan, coordinate, and promote educational programs under the direction of 4-H Youth Development, AG, and FCS Agents. Work cooperatively with youth, 4-H leaders, volunteers, and the general public through Extension programs. Assist with coordinating and teaching at Extension programs such as 4-H Summer Camps, Day Camps, teen events, and quad-county fair, along with some clerical work. Assist with field research, classes & demonstrations being conducted by the County Extension staff. Prepare newsletter articles, news releases, and other program promotional materials.

**Disciplines required/desired:** Agriculture & Natural Resources, 15%; Community Development, 0%; Family & Consumer Sciences, 15%; and 4-H Youth Development, 70%.

**Important Dates or Events:** Glacier County Extension would like the intern to work from June until the beginning or middle of August. (June 1 to August 15) We will have Cloverbud Camp, the quad county Marias Fair, Congress, and other events during those months with which we will need assistance.

**Supervising Agent:** Kari Lewis

**Housing options/Help:** None

## Western Region

### Lewis and Clark (Helena, MT)

**Brief Description of Duties:** MSU Extension provides Lewis and Clark County with three Extension faculty in Agriculture, Family Consumer Sciences/Community Development, and 4-H Youth Development. The intern will support programming in all four areas depending on the needs of the representative agent. FCS/CD: Support program development and clientele interactions by attending classes, community outreach events, office support and curriculum development and review. Agriculture: Assist with field visits and clientele interactions, attend professional and continuing education events in the region, collect project data for local, regional, and statewide programming. 4-H/YD: Provide logistical assistance and planning for 4-H meetings and events. Support staff and faculty to implement 4-H events throughout the county and the region.

**Disciplines required/desired:** Agriculture & Natural Resources, 25%; Community Development, 20%; Family & Consumer Sciences, 20%; and 4-H Youth Development, 35%.

**Important Dates or Events:** Willing to work around the intern's schedule, but would like to have intern available for 4-H Congress (July 10 to 15) and Fair (July 20 to 31).

**Supervising Agent:** Mat Walter

**Housing options/Help:** None

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