Purdue University Cooperative Extension Service
Summer Internship

Purdue Extension employs interns during the summer. Particular emphasis will be placed on employing interns who meet the following criteria:

Preferred Educational Background

- Completed Junior or Senior year of college and are eligible for acceptance into graduate school in an area of study related to the Engagement mission of Purdue University.

OR

- College graduates with BS degrees in appropriate degree area and already accepted into a graduate program related to the Engagement mission of Purdue University.

Preferred Qualifications

- Enjoys working with people and building teams and partnerships.
- Community focused; demonstrated successful experience in community service learning projects.
- Willing to consider employment in Purdue Extension or pursue other careers within Purdue University following completion of graduate degree.
- Experience working with diverse audiences.
- Bilingual, English and Spanish speaking, reading and writing is an asset.

Internship Description

Purdue Extension offers programming in four areas: Health & Human Sciences, Agriculture & Natural Resources, 4-H Youth Development and Community Development. This internship provides a variety of experiences where the intern will work with all county Extension program areas in the local Extension office and gain familiarity with the county based program. Interns will gain a robust portfolio of experiences, skills and knowledge. While interns may focus on one program area, they will gain experience in all areas of the local Extension Office.

An intern orientation session will be held in May in West Lafayette. The orientation session will include orientation to Purdue Extension, understanding of the working environment, basic responsibilities and legal requirements. Interns will complete a final project as part of their intern experience. The intern will report regularly throughout the summer on the process of their project and experiences in the county.

Benefits to the Participating Intern

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.
Interns who are accepted into the program will have an opportunity to learn and gain hands-on experiences during the 8 to 10 week internship including:

- Professional team atmosphere associated with educational program development and delivery
- Familiarity with county Extension office procedures, responsibilities and staff
- Develop skills in time management, prioritizing and acceptance of responsibilities
- Work with a diverse (age, gender, economic class, ethnic) audience at the community level
- Participate in a high performing system where staff and community volunteers work closely together to achieve common goals
- Build a portfolio of experience valued by future employers

**Details**

Pay will be on a bi-weekly basis. Interns will be non-exempt employees and as a result, employment of more than 40 hours per week will require overtime payment. Pay will be $12.50/hour with a maximum of $5,000.00.

Interns will need to provide their own housing, an operable vehicle and have a valid driver’s license. Efforts will be made to place interns near their ‘home’ county.

**Resources**

Purdue Extension Internship Blog: https://extension.purdue.edu/interns/category/2017/

Purdue Extension Career Website: www.extension.purdue.edu/careers

Please visit this website to apply and upload your cover letter and resume: https://purdue.qualtrics.com/jfe/form/SV_6RafpHiiAlB3cMJ

The deadline for submission is Friday, October 27th. Interviews will be held in November.

**Questions?** Please contact Krista Farthing, Staff Development Coordinator for Purdue Extension at kfarthin@purdue.edu or (765) 496-6515.