

Purdue Extension Wells County - Summer Intern Position Description

This position is designed to last from mid-May to mid-August, and is ideal for college students with an interest in agriculture, community based programming, the 4-H Program, education, or Extension Services.

An individual in this position will work primarily with the 4-H Youth Development Educator and Office Staff to deliver summer 4-H Programming. This individual will have responsibilities during the Wells County 4-H Fair (July 13 - 19) and prejudging of projects (July 8 - 12). This position does require a small amount of work during the evenings.

An individual in this position should expect to help plan and facilitate 4-H programming, the Junior Leader Food Booth during the Fair, work on some marketing for the 4-H Program, and do some clerical office work. There is potential for other opportunities working with all Purdue Extension programs, depending on the individual in this position's interest. This position may require some degree of driving.

Individuals interested in this position should fill out the attached application which can be submitted via email (aaulbach@purdue.edu) or can be mailed in or dropped off to the Purdue Extension - Wells County Office (1240 4-H Park Road, Bluffton, IN 46714) through Monday, April 15. Interviews will be scheduled based on availability of candidate and Purdue Extension - Wells County Staff.

Please reach out to Anya Aulbach (aaulbach@purdue.edu / (260) 824 - 6412) with any questions.

Date Submitted _____

Purdue Cooperative Extension Service – Wells County 4- H Summer Intern Application

NAME _____

HOME ADDRESS _____

HOME PHONE _____ CELL PHONE _____

E-MAIL _____

TOTAL YEARS IN 4-H _____

SCHOOL ATTENDING _____ YEAR _____

OFFICE SKILLS: RATE YOUR ABILITY ON THE FOLLOWING

	EXCELLENT	GOOD	FAIR	POOR
TYPING	_____	_____	_____	_____
FILING	_____	_____	_____	_____
COMPUTER	_____	_____	_____	_____
COMMUNICATION	_____	_____	_____	_____
ORGANIZING	_____	_____	_____	_____
SPELLING	_____	_____	_____	_____
GRAMMAR	_____	_____	_____	_____
EXCEL	_____	_____	_____	_____
POWER POINT	_____	_____	_____	_____
MANAGING OTHERS	_____	_____	_____	_____

Have you had any experience organizing an event? _____ if yes, please explain:

Can you handle more than one task at a time? _____ If yes, please give an example.

What skills and talents can you bring to this position? _____

What motivated you to apply for this position? _____

What do you hope to gain if hired from this experience? _____

What organizations or clubs have you been involved with over the past two years and what positions held if any?

Previous Work Experience:

Business Name _____ Position _____

Period of Employment _____ Supervisor's Name _____

Responsibilities _____

Business Name _____ Position _____

Period of Employment _____ Supervisor's Name _____

Responsibilities _____

Previous Work Experience Continued:

Business Name _____ Position _____

Period of Employment _____ Supervisor's Name _____

Responsibilities _____

List three references that we could contact that are NOT related to you.

Name _____ Phone Number _____

Address _____

E-mail _____

Name _____ Phone Number _____

Address _____

E-mail _____

Name _____ Phone Number _____

Address _____

E-mail _____

**Application Due By:
Monday, April 15th, 2024**

Please mail or bring to: Wells County Extension Office,
1240 4-H Park Road, Bluffton, IN 46714
Or e-mail Anya Aulbach at aaulbach@purdue.edu