



Intern Position Description

Department	OSU Extension
Position Title	County Intern
Position Type	Staff – temporary
Exceptional Working Conditions	<ul style="list-style-type: none"> • This is a non-exempt position. • In a full-time position, hours worked shall not exceed 40 hours per week. Any deviation from regularly scheduled hours requires pre-approval from the county Extension director or immediate supervisor. • Requires participation in orientation which will be provided in the Spring semester. Hours will be paid for time in training. Hours in orientation will not be included in hours toward internship. • Hours may vary during scheduled county events to include some evening and weekend time. • Requires travel within assigned county, district, or state. Occasional overnight travel. Travel reimbursement provided. • Administratively accountable to the county extension director and designated county supervisor. Depending upon county staffing, other extension educator(s) may be involved in day-to-day supervision and provide appraisal input as appropriate. • Must be eligible to work in the United States.
Salary	\$14/hour for undergraduate students, not to exceed 400 hours \$16/hour for graduate students, not to exceed 400 hours
Payroll Type	Biweekly
Education Requirements	<ul style="list-style-type: none"> • Current college student pursuing a bachelor’s or master’s degree. • Must be pursuing a degree from the Ferguson College of Agriculture or the College of Education and Human Sciences. • Must have a cumulative GPA of 2.5 on a 4.0 scale or higher. • Must be classified as a college junior, senior, or graduate student by the time the internship begins in May 2024.
Certifications, Registrations or Licenses Required	<ul style="list-style-type: none"> • Valid Driver’s License
Skills, Proficiencies and Knowledge Please list the skills, proficiencies and knowledge needed to perform the essential duties of the position.	<ul style="list-style-type: none"> • Able to provide own transportation with adequate vehicle insurance verification according to state law. • Ability to use technology effectively and appropriately, including Microsoft Office. • Excellent people skills. Good organizational skills. • Demonstrate good communication, including written and oral skills. • Able to work independently and with a team.
Responsibilities and Duties	<ul style="list-style-type: none"> • Works with Extension educators and office staff to coordinate and implement hands-on educational programs and events. • Assists in preparations for planning events and activities by gathering information, assembling materials, contacting participants, and soliciting support from internal and external resources. • As appropriate, conducts the teaching, training, or other program presentations, under supervision of an Extension professional.



EXTENSION

	<ul style="list-style-type: none"> • Seeks information from Extension personnel regarding history, purpose, and mission of OSU Extension. • Gives leadership in planning, marketing, implementing, and evaluating a project in a subject-matter area of their choosing with approval from supervisor. • Submits required materials at the end of the internship which include project report, highlight video, and self-appraisal.
Additional Responsibilities Preferred	<ul style="list-style-type: none"> • TEAMWORK: Promotes a positive work environment by behaving and communicating in a manner that is respectful of others. Encourages cooperation, collaboration, and co-ownership of success. Communicates honestly and openly, listens attentively, and assumes responsibility for resolving difficulties appropriately. Supports diversity in establishing relationships in which all individuals are valued, appreciated, and included. • PROFESSIONALISM: Exhibits a courteous, conscientious and businesslike manner in the workplace. Actively endorses and supports OSU's mission and works for fulfillment of vision and goals while acknowledging the contribution of ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge. Seeks excellence in all endeavors and is committed to continuous improvement. Seeks knowledge that will provide skills that enable improved job performance. • SERVICE: Contributes to the success of others by responding to others in a courteous, timely and accurate manner, seeking assistance when necessary to create a positive OSU experience that exceeds the expectations of students, and internal and external contacts. Understands performance directly affects the future of OSU and strives to perform to enhance the OSU experience. Remains positive when changes are made to procedures, environment, or responsibilities. • STEWARDSHIP: Accepts responsibility for the public's trust and is accountable for individual actions. Demonstrates efficient and effective use of time, equipment, and other resources. Maintains confidences and protects security of operations by keeping information confidential and equipment/facilities secure. Works in a safe manner using safety equipment and procedures as appropriate and encourages others to do the same.

Date

Signature of Intern

Date

Signature of County Supervisor

Date

Signature of Hiring Authority



Intern Behavioral Guidelines

Oklahoma families and other youth service programs trust in OSU Extension to provide educational programs in a safe environment for participating youth. Adults who assume roles as educators, program assistants, interns and volunteers within Extension have the opportunity for a rewarding experience. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. The following behavioral expectations have been established for persons serving as educators, program assistants, interns and volunteers within OSU Extension programs.

1. Work cooperatively with youth, families, volunteers, OSU Extension faculty and staff, and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth.
2. Represent the OSU Extension with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
3. Respect, adhere to, and enforce the rules, policies, and guidelines established by OSU Extension and any other established rules or guidelines for sanctioned Extension activities. This includes all state laws related to child abuse and substance abuse.
4. Recognize that verbal, mental or physical abuse, hazing or committing criminal acts or being aware of the same are grounds for termination as an educator, program assistant, intern, or volunteer.
5. Comply with equal opportunity and anti-discrimination laws. Make all reasonable efforts to assure that programs are accessible to all without regard to race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identify/expression, disability or veteran status. The intern will also comply with policy to complete Working with Minors and Title VII/Title IX online training.
6. Treat animals humanely and encourage 4-H youth and adults to provide appropriate and ethical animal care.
7. Under no circumstances, allow or consume alcohol or illegal drugs at Extension events or activities. Understand that the use of or being under the influence of alcohol or illegal drugs while in the presence of 4-H members and/or at 4-H programs or activities are grounds for termination as an educator, program assistant, intern, or volunteer.
8. The use of tobacco products during Extension events and activities is prohibited.
9. Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in Extension programs.
10. Accept responsibility to promote, conduct, and support Extension programs in order to develop an effective county, district, state, and national Extension program.

I understand that breaching the behavioral guidelines can be grounds for severing my relationship as an intern with OSU Extension.

Intern's Signature	Supervising Extension Educator's Signature
Date	Date