

WALLER COUNTY OFFICE

Summer Intern (Part Time -28 hrs) Job Description

Agency: Texas A&M AgriLife Extension Service – Waller County

Location: 846 6th St, Hempstead, Texas

Description:

- Works with County Agents and office staff members to coordinate and implement current program events and activities.
- Participates in and provides feedback for regular conferences and meetings where program results and plans are discussed. Seeks information from colleagues and mentors regarding the history, purpose and mission of Texas AgriLife Extension Service.
- Assists in preparations for planned events and activities by gathering information, assembling materials, contacting participants, and soliciting support from external sources. As appropriate, conducts the teaching, training, or other program presentations.
- In some cases, the intern may identify and develop a value-added process, program, or training tool that may be implemented within the hosting unit's current operations. This contribution should provide a substantial addition to the intern's resume as practical and applicable work experience.

Qualifications:

- Must be currently enrolled in an accredited college or university in a course of study relevant to the mission of Extension.
- Must have completed at least 30 credit hours with a minimum GPA of 2.5 based on a 4.0 scale (exceptions will be considered with substantial justification).
- Must have strong oral and written communications skills, and be able to work effectively and build relationships with others.
- Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences.
- Must possess deductive reasoning skills and be able to analyze and synthesize information for problem solving.
- Must be willing to travel within the local area and work flexible hours. In other words, this position requires travel connected with official duties, including attendance at night and weekend meetings. (Limited mileage reimbursement is included.)
- Must possess or be able to obtain a valid driver's license and have access to reliable transportation.
- Must successfully complete Criminal History Record Check.

To apply for this position, please submit application, resume and cover letter by
May 4th to:

Stacie Villarreal

846 6th St.

Hempstead, TX 77445

or by email at stacie.villarreal@ag.tamu.edu

For questions concerning this position, please contact:

Stacie Villarreal at 979-826-7651 or Stacie.villarreal@ag.tamu.edu

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