

The Kansas Soybean Commission (KSC) in Topeka, Kansas has a position opening for a paid full time temporary 2012 summer intern. The intern position is contracted, and the intern is not considered an employee of KSC; however, he or she is expected to abide by the employee handbook requirements and all other staff policies. Applicants must be enrolled as a full-time college or university student working toward a BS or BA degree in journalism, communications, marketing, agriculture, public relations, or business. A general knowledge of agriculture is important. The intern must possess excellent writing and editing skills and be highly motivated, organized, and detail-oriented with strong oral communication skills. He or she will be asked to perform communications and consumer program activities. The intern should be available to work a minimal amount of evenings and weekends, as the job requires, and to travel in Kansas.

Interested applicants may apply by emailing or sending their resume and cover letter by February 10, 2012 to:

Summer Intern
Kansas Soybean Commission
1000 SW Red Oaks Place
Topeka, KS 66615-1207
otrimble@kansassoybeans.org

EOE, M/F/D/V

Kansas Soybean Commission (KSC) 2012 Summer Intern, Position Guide

Background Information:

The Summer Intern position is a contracted, full time, temporary, paid position located in Topeka, Kansas. KSC is responsible for administering the national federally legislated research and promotion program at the state (Kansas) level. It works with the Kansas Soybean Association (KSA) cooperatively to increase profit opportunities for all soybean producers. The KSC contracts with the KSA for program and administrative functions and works closely with KSA on various activities. The intern position is contracted, and interns are not employees of KSC or KSA. However, an intern is expected to abide by the KSA employee handbook requirements and all other KSC and KSA staff policies.

Qualifications:

1. Currently enrolled as a full time student in a university or college located in Kansas and working toward a BS or BA degree in journalism, communication, marketing, agriculture, public relations, or business.
2. General knowledge of agriculture.
3. Excellent writing and editing skills.
4. Highly motivated, organized, accurate, and detail oriented with strong oral communication skills.
5. Experience working with computers, software, and e-mail.
6. Good public relations skills and the ability to work and communicate well with people to ensure effective internal and external relationships.
7. Able to perform consumer program activities of the KSC.
8. Available to work some evenings and weekends as job requires.
9. Available to travel in Kansas as job requires, furnishing own vehicle for reimbursement at current federal rate.
10. Able to work simultaneously on multiple projects and programs.
11. Able to work independently under minimal supervision.

General Responsibilities:

Under the direction of the Executive Officer (CEO) of KSA, who also serves as the Administrator of KSC, and the KSC Field Service Director, the Summer Intern will implement certain consumer information and producer communications projects.

Specific Duties:

1. Implement KSC's consumer education program and projects, including biodiesel promotional activities, petroleum retailer surveys, and data base management.
2. Study and produce Kansas agricultural statistical data report.
3. Perform other duties as assigned.

Kansas Soybean Commission
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