

Welcome to 2019 SAAIP!

In the following pages, you will find a listing of the LTE Intern positions available at State Agencies and the UW Extension Locations. Each position is listed on a separate page, and each position has a 3-digit position number identifier. When you review the list, please make a note of the 3-digit number for each position that interests you. When you apply, you will have the option of choosing up to three positions, by indicating the code in the Wisc.Jobs system.

In addition to completing the online assessment, you will also be required to submit a resume and a [Student Status Verification form](#). When you upload your Student Status Verification form at the Documents page, please follow these steps:

- Click "Add Document."
- At the Upload page, click on the drop-down menu for Document Type and select "License/Certification."
- Name your document, browse, and add your Student Status Verification form
- Click "Continue."
- At the Documents Page, check the boxes for resume and Student Status verification form and click "Attach Document(s)."

NOTE: To be considered for an internship position, ALL applications must include the Student Status Verification form completed by your school Bursar's office and attached to your application materials by 11:59 p.m. on February 28, 2019.

Search Tips: This document is searchable (CTRL + F), enter a "Key Word" in the Find Window.

If you have any questions on the application process, please contact Division of Personnel Management, Wisc.Jobs help desk at wiscjobs@wisconsin.gov or (608) 267-1012, Monday through Friday from 7:45 a.m. to 4:30 p.m.

Thank you for your interest and we look forward to reviewing your application.

Position Title: 4-H Intern

Position Code: 082

Agency: UW Extension

Division: Cooperative Extension/Fond du Lac County

Number of Hires: 1

Position Location: Fond du Lac

Rate of Pay (minimum): \$10.00

Rate of Pay (maximum):

Duties: The focus of this position involves innovative strategies to reach new youth audiences. The Summer Intern will increase his or her knowledge of youth development programs, community partnerships, volunteer development, and the UW-Extension Cooperative Extension Service. This summer position provides valuable pre-professional experience for educational and community based careers. The Summer Intern is supervised by the Fond du Lac County Positive Youth Development Educator and 4-H Program Coordinator. This internship provides a unique opportunity to be on the forefront of assessing the changing needs of a growing Latino population in Fond du Lac County. You will provide critical leadership to increase UW-Extension and other community stakeholders' capacity to partner with Latino audiences. The 4-H Summer Intern work involves, but is not limited to: Designing, implementing, and evaluating the youth outreach programs offered by UW-Extension in Fond du Lac County. This includes working with teams of youth and adult leaders to develop hands-on educational programs that will be implemented at the locations of several community partners. Collaborating with the 4-H Program Coordinator and Positive Youth Development Educator to expand and enrich the Latino youth programs established in the community through promotion, planning and program implementation. Additional program responsibilities to be assigned. This is an entry level position requiring significant contact with the public. This summer position provides flexibility in scheduling; however, some night and weekend work may be required.

Knowledge and Skills: The individual must be at least 18 years of age. Bilingual (English and Spanish). Evidence of successful leadership experience in school and/or community organizations. Demonstrated ability to value and embrace individual and cultural differences. Self-motivated and self-directed. Strong organizational and communication skills. Ability to work collaboratively as a member of a team. Enthusiasm and flexibility. Basic computer proficiency in Microsoft programs. Ability to establish and maintain effective public/employee working relationships. Ability to organize work and work independently. Ability to plan and implement learning experiences for youth and adults. Ability to maintain accurate and complete records. Strong time management, organizational and communication skills. Ability to work flexible hours including occasional evenings, weekends, and overnights. Ability to make individual arrangements for regular transportation adequate to meet position responsibilities. Completion of the Wisconsin 4-H Volunteers in Preparation Program (may be completed upon hire). Preferred: Completion of two years of college preferred. Previous work or volunteer experience with diverse populations.

Area of Study/Major(s): Education
and Linguistics

Human Services

Foreign Languages, Literatures,