



**HOWARD COUNTY GOVERNMENT**  
**Job Posting**

Complete an application online at  
<https://www.in.gov/counties/howard/home/careers/>

**Howard County Government is an Equal Opportunity Employer**

**SUMMER INTERN**

POSITION: Summer Intern

DEPARTMENT: Cooperative Services (PU Ext.)

WORK SCHEDULE: 122 hours per month/max

STATUS: Part Time

FSLA STATUS: Non-Exempt

SALARY: \$12.50/hr minimum

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES:**

Support the total Howard County Extension Program and personnel.

Assist with ANR, HHS, and 4-H programs as needed.

Work with a wide range of clientele to assist with answering Extension related questions.

Assist with educational workshops for various Extension areas, including contacting potential speakers/presenters and/or presenting at workshops.

Assist with Mini 4-H meetings, 4-H meetings, camp, and other aspects of the 4-H program.

Help organize events leading up to and during the Howard County 4-H Fair.

Prepare materials for the fair as directed by Extension staff.

Assist during the fair in general and with static projects and livestock shows.

Prepare and organize mailings, notices, educational flyers, etc., as needed.

Strictly observe office confidentiality and maintain harmonious office relationships.

Availability to work outside of regular business hours including, but not limited to, early morning, evenings, and weekends.

Assist with general office duties as required and other duties as assigned.

**SKILLS:**

Ability to solve practical problems and deal with a variety of concrete variables in situations with limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.  
Ability to write reports, business correspondence, and procedure manuals.  
Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.  
Ability to work with mathematical concepts such as probability, statistical inference, plane and solid geometry fundamentals, and trigonometry.  
Ability to apply fractions, percentages, ratios, and proportions to practical solutions.

**EDUCATION AND EXPERIENCE:**

The successful candidate will be a 2025 high school graduate or older and also:  
Be willing to become familiar with and follow all guidelines and policies of the Purdue Extension Service, state, and local 4-H programs.  
Be highly motivated, dependable, and neat in appearance, able to meet and work with the public courteously, and be able to follow instructions.  
Have a sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.  
Can work and communicate effectively in both verbal and written forms.  
A 4-H background is desired but NOT required.  
High school diploma required. College coursework preferred.  
Have Primary computer and Microsoft Office skills, especially in Word and Excel.  
Experience with design and social media platforms preferred.  
Must pass a criminal background check.  
Reliable transportation is needed.  
You must sign the Purdue Adult Behavioral Expectations form upon starting employment.

Application and job description can be found at <https://extension.purdue.edu/county/howard>. Completed applications and supporting documents will be accepted until the position is filled. If you have questions, please reach out to Allison Hillis at 765-456-2313 or [howardces@purdue.edu](mailto:howardces@purdue.edu).

Please submit cover letter, resume, and completed application to:  
Allison Hillis, County Extension Director  
Extension Educator – Health and Human Services  
Purdue Extension – Howard County  
120 E Mulberry St., Suite 105  
Kokomo, In 46901  
[howardces@purdue.edu](mailto:howardces@purdue.edu)