Position: Student Evaluation Intern for UW-Extension

Dates of Employment: January, 2015 – May, 2015 (Starting and ending date will be negotiated with Intern)

Office Location: Manitowoc County Office Complex, 4319 Expo Dr., Manitowoc, WI 54221-0935

Hours of Work: Typical work schedule will include evening and weekend hours as needed to conduct surveys, focus groups, or other evaluation related work. The entire job involve approximately 150-180 hours, but specific dates will depend on the intern’s schedule.

Purpose and Primary Focus of Position: This is a unique opportunity to work in all aspects of the UW-Extension programs in Manitowoc County with a special emphasis in evaluation to include conducting needs assessments, providing focus groups support, data collection and compilation, and report generation.

Primary Duties/Essential Job Functions:
- Help conduct community needs assessments for the Agriculture, Family Living, and 4-H Youth Development program areas focusing on county resident needs in Manitowoc County.
- Plan, deliver, and record information obtained from focus groups.
- Create, distribute and compile survey data.
- Attend 4-H club meetings and conduct surveys and club self-assessments.
- Create web-based surveys and post need assessment and evaluation results on the UW-Extension website.

Other Required Duties and Responsibilities:
- Attend staff meetings as needed.
- Complete records, reports, evaluations and perform other clerical duties as needed.
- Fulfill any other duties deemed necessary by the UW-Extension Educators.

Qualifications:
- Genuine interest in evaluation and community outreach; positive attitude; outgoing personality; well-developed communication skills and leadership ability.
- Good organizational skills, attention to detail, and reliability.
- Ability to work independently on projects.
- Demonstrated ability to work with socially, economically and/or ethnically diverse populations.
- Superior computer skills to include experience with: word processing, spreadsheets, web development tools, and social networking sites.

Majors include social sciences, communications, nonprofit business administration, community-based nursing, human resources, anyone interested in community outreach and education

Salary: Potential to earn $ with successful completion of a full semester internship.

Equal Opportunity: As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.