



## MN Department of Agriculture Clean Water Fund Intern

### Position Information

#### Employer:

Minnesota Dept. of Agriculture

#### Division:

N/A

#### Title:

MN Department of Agriculture Clean Water Fund Intern

#### Description:

The MN Department of Agriculture (MDA) is seeking an energetic student interested in agricultural research, outreach communication, and/or water quality studies. Learn the general workings of state government, the job diversity within the MDA, and a variety of program specifics. Develop strong communication skills and understand the importance of applied research. The position is located in St. Paul, Minnesota and will require 5-10 hours per week. Hours and weekdays will be flexible but should be within 7:00am-4:30pm. The intern position is unpaid but will provide opportunity for personal growth, networking and job-shadowing. Job duties include:

1. Develop written program summaries and outreach materials for research projects.
2. Assist with website review.
3. Assist with document additions to the state's Minnesota Digital Water Research Library.
4. Assist with other duties as assigned by the Supervisor. Efforts will be made to introduce the selected intern to a variety of state programs.

#### Location:

#### Location #1

Nationwide  
no  
City  
St. Paul  
State/Province  
Minnesota  
Country  
United States

#### Position Type:

Unpaid, Internship

#### Desired Class Level(s):

Junior, Senior

#### Work Authorization:

None

#### Salary Level:

Unpaid

#### Job Function:

### How To Apply



#### Requested Documents:

- Resume
- Cover Letter
- Unofficial Transcript

### Important Dates



#### Posted On:

Nov 29, 2016

#### Applications Accepted Until:

Jan 24, 2017

### Contact Information

**Employer:** Minnesota Dept. of Agriculture

**Name:** Jen Schaust

**E-mail:** Jen.Schaust@state.mn.us

Environmental, Sustainability, Earth Science, Public Policy, Government, Law,  
Marketing Communications, Public Relations, Events

**Desired Start Date:**

February 13, 2017

**Duration:**

Until the end of the school year, option to extend into summer may be available.

**Approximate Hours Per Week:**

5-10

**Travel Percentage:**

No Travel

**Qualifications:**

Applicants should have:

1. Completed a minimum of 2 years of college.
2. Interest in agricultural research, communications, and/or water quality studies.
3. Proficient at using a computer for communication (email) and document creation (Word, Excel).