Student Non-Work Study Job Description

JOB TITLE: Student Office Intern

DIVISION AND DEPARTMENT: University of Kentucky, Department of Forestry and Natural Resources, Extension

ESTIMATED HOURS PER WEEK, PER INTERN: Flexible - approximately 10-15 hrs. per week (during the semester); Up to 40 hrs. per week (after semester ends up to the end of June). Potential for hiring 2-3 interns. Exact number will be determined based on number of hours desired.

RATE OF PAY: $10 per hour

JOB DURATION: Early January 2019 through June 30, 2019

JOB SUMMARY: Under the general supervision of UK Forestry Extension personnel, student intern(s) will be in charge of updating the Kentucky Forest Products Industry Directory and collecting data related to the identification of residuals produced by the secondary wood industry in Kentucky. Intern(s) will be provided necessary documentation to complete job successfully. Much of the data collection will be done with phone calls. For those industries communicating in that matter hasn’t worked, the last half of May and all the month of June will be used for traveling to those industries in an attempt to collect the missing data. At that point the position will go to full time temporary.

A work area and phone will be provided on campus in the Cooper Building for making phone calls. When traveling a state car will be available. When required, Hotels will be paid for by the department and meals will be reimbursed to the intern(s).

APPLICATION DEADLINE: November 30, 2018 – interviews December 5 or 6 on campus.

ESSENTIAL FUNCTIONS:
- Conduct phone calls and manually update the forms.
- For those industries that do not respond to either the mailing or phone calls, travel to the site location may be required in an attempt to collect the information in person.
- Develop an excel/access file with information collected pertaining to residual production volumes and use/disposal.

QUALIFICATIONS:
- Student must be enrolled at University of Kentucky
- Must maintain at least a 2.5 cumulative GPA.
- Excellent written and verbal communications skills.
• A proactive approach to work and conflict resolution.
• Outstanding attention to details.
• Must have the ability to work independently and/or as a team member.
• Must have excellent professional demeanor, self-motivated and flexible.
• Dependable, punctual, and good phone etiquette.

REQUIRED (OR PREFERRED) SKILLS, KNOWLEDGE, AND ABILITIES
• Working knowledge of basic office equipment and machines.
• Ability to communicate and work well with a diverse staff and other students.
• Travel to RCARS Center, located at Quicksand KY, for face-to-face meetings once project begins.

TO APPLY EMAIL RESUME TO:
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For questions call or email:
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