

Agricultural Workforce Development Program - Example Internship Listing

This template is intended to assist businesses with developing successful internships. It is intended to be customized as needed. Suggested sections in this template are helpful examples of what could be included in a job description.

Job Description and Summary

A brief description of the intern position. What are the main responsibilities, time required, and expectations?

Company Overview

About your business, including location and business operations. Contact information and how to apply.

Duties and Responsibilities

Explain the duties and responsibilities expected in the internship. Consider a bulleted list that includes hours required, location, travel required, and any specific responsibilities. What can the intern expect to learn or what skills can they expect to acquire?

Desired Skills and Experience

What specific skills are desired for the internship? Minimum education or background required? Examples may include:

- High attention to detail, with strong problem-solving skills and the ability to think creatively
- Strong customer focus, strives to meet or exceed customer expectations
- Experience working with agriculture
- Addresses work assignments in terms of customer expectations
- Seeks opportunities to utilize technical knowledge and abilities
- Takes ownership of individual assignments
- Sees assignments through to completion
- Offers ideas for improvement
- Willingness to undertake outdoor, physical work as and when required
- Strong desire to learn and gain hands on experience
- High School Diploma or equivalency OR Bachelors Degree in Ag Systems Management, Agronomy or similar
- 1 year work experience or previous internship required