Agricultural Administration Internship

Internship Announcement
Texas Corn Producers (Texas Corn Producers Board and Texas Corn Producers Association) is seeking an intern to begin winter 2022.

Duties
The intern’s duties will include, but are not limited to, assisting staff with:

- General office work, including mailings, organization, travel, etc.
- TCPA membership recruitment and database entry
- Filing and office organization
- Accounting and data entry
- Answering phones and greeting office visitors
- Board member communications and coordination, including meeting attendance
- Research project organization

The intern will also be expected to gain familiarity with the corn industry and crop production issues. Additionally, the intern will become acquainted with the state’s soybean organizations, which are also administrated by the office.

Internship Objective

The objective of this internship is to provide students interested in the agricultural industry with a valuable career-building experience by further developing their agricultural industry knowledge, as well as their office skillset. During the internship, the intern will also develop contacts with agricultural industry members, as well as key federal and state legislative leaders and staff. Upon completion of the internship, the intern will hone time management, multi-tasking and office skills sought by professionals.

Internship Description

Title: Administrative Assistant
Benefits: Hourly paid internship and college credit
Location: Lubbock, Texas
Begins: Winter 2022
Hours Required: Part time
Qualifications

• Proficient in Microsoft Office programs – Word, Excel and PowerPoint
• Demonstrate leadership, strong work ethic, and willingness to learn
• Organization skills
• Strong verbal and written communication skills
• Must be able to work in a professional environment
• Basic knowledge of office equipment and use

Preferred Qualifications, but not required:

• Accounting or bookkeeping experience
• Experience with QuickBooks

Application

Please submit a resume, cover letter, current and upcoming course schedules, available start date, and list of references able to speak to qualifications and experience.

Send application to info@texascorn.org by 5 p.m. on Friday, December 10.

Contact Information

Texas Corn Producers
4205 N. Interstate 27
Lubbock, TX 79403
806.763.CORN (2676)