



## **Agricultural Administration Internship**

### **Internship Announcement**

[Texas Corn Producers](#) (Texas Corn Producers Board and Texas Corn Producers Association) is seeking an intern to begin May 2024.

### **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 management 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: May 2024  
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:

- Prior experience in an office environment

## 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 [internship@texascorn.org](mailto:internship@texascorn.org) by noon on Friday, April 5.

## Contact Information

### [Texas Corn Producers](http://TexasCornProducers.org)

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