

2024 Part-Time Administrative Intern

DESCRIPTION: The Texas Wheat Producers Board and Association is seeking a part-time administrative intern for the summer of 2024 on-site in Amarillo. An intern can expect to learn about the Texas wheat industry while developing skills and gaining experience completing administrative tasks in an office environment. This is a part-time, hourly-paid internship with the opportunity for course credit (a special project may be required).

DUTIES: The scope of duties includes, but is not limited to:

- Update weekly statistics for regular email communications
- Assist with harvest reports and record keeping
- Data entry and grain elevator correspondence
- Assist with other duties as assigned
- Opportunity for communications activities dependent on skill

The intern will report to the Director of Policy, as well as other Texas Wheat staff.

QUALIFICATIONS: Students applying for this position must be enrolled in an accredited college or university. Pursuit of a degree in agriculture is preferred, but not required. Applicants should have strong computer skills and an understanding of the agricultural industry. Demonstrated leadership, strong work ethic and the ability to work efficiently without supervision are a plus.

TERM: The internship will be available May through August for no more than 30 hours per week, based on the agreement between the intern and Texas Wheat staff. Start/end dates and hours are flexible.

- Applications due by close of business on **Friday, April 5**.
- Selected candidates will be interviewed the week of **April 15**, unless otherwise stated.

APPLICATION PROCESS: Submit a résumé and cover letter by email to intern@texaswheat.org by close of business (5 p.m.) on **Friday, April 5**. Please list names and contact information for two references. Application must be in PDF format. For questions, contact the Texas Wheat office at 806-352-2191 or email info@texaswheat.org.