Hello MSU colleagues:

I am looking to identify students who might be interested in working for the Grape and Wine Council one day a week until the end of the semester and full time over the summer (and possible one day a week next academic year). I am late in the semester in getting this underway but if you know of an undergrad who might be suitable and interested, please let me know or have them e-mail me directly. We would like to get the person on board by the end of Feb and there is the possibility of full time during MSU’s March break, if interested. It’s a chance to learn about the Michigan wine industry while providing administrative support to the Council. Depending on the student’s areas of interest, we can adjust the duties to include relevant experience in preferred areas. I will be working on posting the position on NEOGOV (the State of Michigan’s application portal next week) and will send the official posting to the campus jobs office when it’s been approved by our HR Division. Thanks, Linda

General Summary of Function/Purpose of Position

To serve as a Student Intern for the Grape and Wine Program of the Office of Agriculture Development at the Michigan Department of Agriculture and Rural Development in downtown Lansing. Provide administrative support to the Michigan Grape and Wine Industry Council in maintaining databases, preparing promotional materials to consumers, members of the trade and the media and preparing for the annual wine competition in August 2015. Work will involve internet research, phone calls, mailings, writing, filing, spreadsheet and database updating to provide assistance to program staff.

EDUCATION, KNOWLEDGE AND EXPERIENCE REQUIRED:

A university junior or senior student. Preferred majors include: Food Marketing, Marketing, Agriculture Communications, Horticulture, Journalism or other similar majors. Abilities to prioritize work, telephone courtesy, strong verbal and communication skills are required. Experience with EXCEL is an asset.