

# Undergraduate Internship Opportunities in the Equine Studies Program at WVU

## Targeted Students: Agribusiness, Agricultural and Extension Education, and Animal and Nutritional Sciences

The West Virginia University Equine Studies program is dynamic, rich with experiential learning, and growing. Our program is designed to produce future leaders in the equine industry and prepare them for careers in farm management, animal related sales, marketing of equine products, production of equine events, teaching, extension, and more! In addition to traditional and laboratory-based coursework, our students can participate in equine student organizations, earn working student positions, and engage with the horse industry and local community through horse shows and events at our farm. Our program home is the Hazel Ruby McQuain Equine Education & Resource Center at the JW Ruby Research Farm, a newly expanded facility with teaching space, office space, and event space in Reedsville, WV.

We are seeking one undergraduate student intern interested in careers in **facility management, event planning, and extension programs** to assist with the management of the event facility, and the planning, marketing, and management of events and programs.

### Events Management Internship

Term: March – November

Responsibilities include:

- Market the JW Ruby Research Farm facilities to potential end users
- Provide facility tours to visitors, students, and potential end users
- Meet with end users before events to determine specific facility needs
- Assist with scheduling, contracting, and marketing events
- Maintain records related to visiting horses, contracts, and insurance requirements
- Assist with creating invoices and following up with end users at the conclusion of the event
- Assist with set up, day of management, and tear down after events

Desired qualifications:

- General knowledge of the equine and agricultural industries
- Interest in facility management and event planning
- Experience with extension programming
- Demonstrated proficiency in organizing and prioritizing multiple tasks and projects
- Intrinsically motivated
- Excellent communications skills

This is a 9-month internship opportunity with opportunity to earn credits. To apply, please send a one page professional resume that addresses your ability to meet the responsibilities and desired qualifications by December 1<sup>st</sup> to [Crystal.Smith@mail.wvu.edu](mailto:Crystal.Smith@mail.wvu.edu).