

Position Objective and Responsibilities

Job Title: Agronomist Intern

Reports to: Agronomy Division Manager

Position Objective

To work directly with the agronomist during the growing season (usually mid-May to mid-August) to gain hands-on crop production experience as a crop consultant. The intern will work throughout the summer on an assigned agronomic project and help the agronomy department with related support activities.

Position Responsibilities

The agronomist intern responsibilities involve:

- working closely with experienced Agronomist(s)
- Perform regular field checks and diagnose problems
- insect, weed and disease monitoring
- monitor soil moisture status
- soil sampling
- generate computerized detailed field reports
- Working with farmers that are doing sales/research projects
- Participate in agronomy department projects when needed
- other duties as assigned.

The agronomist intern will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Know prices of products and services

1. Be aware at all times of the cooperative's prices on commodities and services and review with your manager every morning.

Service

Service involves providing the service necessary to meet goals and objectives, and maintaining proficiency in retail sales and knowledge of appropriate programs.

Reporting

Reporting involves invoicing all product deliveries promptly and accurately, and informing your manager of outstanding conditions.

Invoice all product deliveries promptly and accurately

1. Ensure all tickets presented to the office are correct
2. Present a copy of each transaction to the customer after each delivery
3. Turn all sales tickets into the office daily
4. Ensure all cash receipts are turned in daily and are accurate

Inform manager of outstanding conditions

1. Inform your manager of potential problems or potential new business opportunities directly or indirectly related to the agronomy department

Maintain fertilizer plant, warehouse, and personal office area

1. Meet all federal and state and OSHA regulations.

Operate trucks and equipment safely

1. Receive no OSHA, state, or federal citations
2. Receive no valid customer complaints concerning your driving

Communicate safe storage and handling procedures to customers

1. Ensure customers are informed of safe product handling

Uphold company safety policies

1. Ensure department facilities and equipment meet federal, state, and OSHA regulations

Other Duties

The agronomist intern will uphold cooperative policies, perform other duties as assigned by management, and will enforce and uphold the cooperative's credit policy.

Uphold cooperative policies

1. Uphold all cooperative policies

Perform other duties as assigned by management

1. Perform duties as requested by management

Enforce and uphold the cooperative's credit policy

1. Make credit terms known to all employees and customers
2. Do not charge to customers on COD
3. Do not extend credit to customers who have not been approved by the credit manager
4. Do not authorize customer charges that exceed set credit limits
5. Keep all personal accounts current