The UDairy Creamery is seeking three undergraduate students to serve as the Student Management Team for the Creamery for 2016-2017. Information on these positions, including responsibilities and compensation, is found below. While schedules can vary, applicants must be available for training ~10 hours per week in April and May of 2016. Interns will work as a server and in the production area for the Fall 2016 semester ~5 hours per week and an additional ~5-10 hours working on internship projects*. The Spring 2017 semester interns will spend ~10 to 15 hours a week on projects, 5 of these hours must be completed at the Creamery.

Working during the summer of 2016 and Winter Session of 2017 is not required but is strongly encouraged for members of the Student Management team who will be employed at an hourly wage during these periods**. All applicants will report directly to the Creamery Manager & Creamery Assistant Manager.

The Creamery Management Team as a whole is responsible for:

- Development: What’s next at the creamery? Products, marketing, events to attend, education etc.
- Association: Maintaining connection with CANR. Working as liaison between the Creamery and the college.
- Knowledge: Representing the Creamery in a knowledgeable fashion. Becoming experts on our philosophy, mission statement, and partnerships.
- Goal setting: Creating goals for interns and employees. Maintaining employee spirit and passion for the Creamery mission.

Applications are due by March 25th, 2016. Applicants should submit the following materials electronically to Melinda Shaw, Creamery Manager, at mliit@udel.edu: (1) Application letter explaining interest and qualifications for the position sought; (2) complete and up-to-date resume; (3) copy of unofficial transcripts; (4) two letters (or e-mails) of reference from individuals familiar with the applicant’s academic background, accomplishments, and suitability for a leadership and/or managerial position; and (5) dates and times you will be available for interviews between April 4-8th, 2016. Current interns may reapply by submitting (1) letter of interest and (2) copy of unofficial transcripts.

**UDairy Student Management Intern Positions:**

1) **Creamery Assistant Manager:** The Assistant Manager is responsible for the overall functions, leadership, and direction of the Student Management Team. Applicants should be familiar with the principles of food science, agribusiness management, and agricultural sustainability and must have demonstrated expertise in at least one of these areas. The Assistant Manager will work closely with the Creamery Manager and Assistant Manager to develop and implement activities that meet all missions of the Creamery. Specific responsibilities include: oversight and leadership of creamery-related public events (e.g., Ag Day, Decision Days, Honors Day, CANR Convocation, Homecoming), oversight and management of bulk distribution and daily sales of creamery products on the UD campus, in the storefront and to UD alumni. The Assistant Manager will assist the Creamery Manager with interviewing, hiring, training, evaluating, supervising and scheduling of staff as well as plan team building events. Assistant Manager is also required to work one, 4-hour shift per week in the Creamery. The Assistant Manager will receive a paid internship of $2250 per semester.

2) **Creamery Dairy/Food Science Manager:** The Creamery Dairy/Food Science Manager is responsible for assisting in the operations of the UDairy ice cream processing facility and for ensuring that the Creamery operates in a sustainable manner. The Creamery Dairy/Food Science Manager will also assist the Creamery Manager in the development and production of ice cream and maintain any records and systems in the production area including inventory, cost analysis, nutritional analysis, production scheduling and quality control. This person will also implement systems and training to ensure that the UDairy Creamery is operating under the highest food safety and sanitation standards. The Creamery Dairy/Food Science Manager will assist in coordination of CANR faculty teaching efforts that use the UDairy Creamery facilities. Requires a strong academic background in dairy or food science and some communications or educational experience. The Dairy/Food Science Manager must commit a minimum of 4 hours per week in the ice cream production area in both the Fall and Spring semesters and will receive a paid internship of $1750 per semester.

3) **Creamery Communications and Marketing Coordinator:** The Creamery Communications and Marketing Coordinator is responsible for developing educational materials and programs that can be used to promote all aspects of the UDairy Creamery to the UD community and the public. This person will work directly with the Creamery Manager and the CANR Communications Office to coordinate event requests, schedule, organize and manage Creamery participation in UD and community events and respond to donation and tour requests. The Creamery Communications and Marketing Coordinator will also create materials and plans to assist and implement content in the marketing of the UDairy Creamery within the University of Delaware, which includes updating the Creamery website, newsletter and social media pages. The applicants must have strong communication skills and be familiar with Social Media platforms. The Communications and Marketing Coordinator must meet once or twice a week with Creamery Managers and will receive a paid internship of $1750 per semester.

*Interns will work as servers and in production to better understand the inner workings of the Creamery. This will provide interns with the knowledge needed to best represent the Creamery, its philosophy and its mission statement.

**If intern chooses to work in the summer they may be trained as a supervisor beginning in the Fall 2016 and work ~5 hour shift as supervisor in addition to ~10 hours on projects. If not trained as a supervisor they would work ~5 hour shift in the store and ~10 hours a week on projects.