

Students Employment Opportunities



Booklet

- Internships
- Recent Graduates
- Fellowships
- Volunteers



United States
Department of
Agriculture

Student Employment Opportunities
Diversity, Recruitment, and Work/Life Division
Office of Human Resources Management
USDA.Internships@dm.usda.gov
www.dm.usda.gov/employ/student/index.htm

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I. The U.S. Department of Agriculture

The mission statement of the United States Department of Agriculture (USDA) is to provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management.

USDA has:

- ❖ 7 Mission Areas
- ❖ 19 Agencies
- ❖ 16 Offices

Mission Areas and Agencies

(Mission Areas are in bold and their respective Agencies are underneath)

Farm and Foreign Agricultural Services (FFAS)

- Farm Service Agency (*FSA*)
- Foreign Agricultural Service (*FAS*)
- Risk Management Agency (*RMA*)

Food, Nutrition and Consumer Services (FNCS)

- Center for Nutrition Policy and Promotion (*CNPP*)
- Food and Nutrition Service (*FNS*)

Food Safety (FS)

- Food Safety and Inspection Service (*FSIS*)

Marketing and Regulatory Programs (MRP)

- Agricultural Marketing Service (*AMS*)
- Animal and Plant Health Inspection Service (*APHIS*)
- Grain Inspection, Packers, and Stockyards Administration (*GIPSA*)

Natural Resources and Environment (NRE)

- Natural Resources Conservation Service (*NRCS*)
- Forest Service (*FS*)

Research, Education and Economics (REE)

- Agricultural Research Service (*ARS*)
- Economic Research Service (*ERS*)
- National Agricultural Statistics Service (*NASS*)
- National Institute of Food and Agriculture (*NIFA*)
- National Agricultural Library (*NAL*)

Rural Development (RD)

- Rural Business and Cooperative Programs (*RB*),
- Rural Housing (*RH*)
- Rural Utilities (*RU*)

USDA Offices

- Office of the Chief Information Officer (OCIO)
- Office of the Chief Economist (OCE)
- Office of Tribal Relations (OTR)
- Office of the Executive Secretariat (OES)
- National Appeals Division (NAD)
- Office of the Inspector General (OIG)
- Office of the General Counsel (OGC)
- Office of Communications (OC)
- Office of Environmental Markets (OEM)
- Office of the Assistant Secretary for Civil Rights (OASCR)
- Office of Budget and Program Analysis (OBPA)
- Departmental Management
- Office of Congressional Relations (OCR)
- Office of the Chief Financial Officer (OCFO)
- Office of Advocacy and Outreach (OAO)
- Faith-based and Neighborhood Partnership (FBNP)

II. USDA Agencies Career Grid

USDA Agencies Career Grid

Office of Human Resource Management - Diversity, Recruitment, and Work/Life Division
Career Opportunities for Students and Recent Graduates

This career grid provides applicants with a specific point of reference to agencies across fields.

Series	PSA	FAS	RMA	FNS	PSIS	AIMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	MASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC	
Management																					
Accounting/Auditing	0320/011	+	+		+	+	+	+	+	+	+	+				+	+			+	
Budget	0300/001	+			+	+	+	+	+	+										+	
Contracting/Procurement	1102/1106	+			+	+	+	+	+	+										+	
Criminal Justice	0211				+	+	+	+	+	+						+				+	
Equal Opportunity	0200	+	+	+	+	+	+	+	+	+										+	
Management/Program Analysts	0245	+	+	+	+	+	+	+	+	+										+	
Human Resources	0202/0201/0202	+			+	+	+	+	+	+										+	
Public Affairs	0203	+	+	+	+	+	+	+	+	+										+	
Agribusiness and Industry																					
Agricultural Business	1116	+			+	+	+	+	+	+										+	
Agricultural Commodities	1001/001	+			+	+	+	+	+	+										+	
Crop Insurance Administration	1011				+	+	+	+	+	+										+	
Economics	0110	+	+	+	+	+	+	+	+	+										+	
Agricultural Management	1115	+			+	+	+	+	+	+										+	
Agricultural Marketing	1116	+	+	+	+	+	+	+	+	+										+	
Food Program Management	1003				+	+	+	+	+	+										+	
International Trade/Economics	1110				+	+	+	+	+	+										+	
Loan Management/Finance	1103/002				+	+	+	+	+	+										+	
Science and Technology																					
Agronomy	0071				+	+	+	+	+	+										+	
Animal Science	0704				+	+	+	+	+	+										+	
Archaeology	0102/0102				+	+	+	+	+	+										+	
Biological Science	0201/0104/0202/0202				+	+	+	+	+	+										+	
Chemistry	1520				+	+	+	+	+	+										+	
IT/Computer Science	1301/0104/2010	+			+	+	+	+	+	+										+	
Engineering/Architecture	0201/0201/0202/0202				+	+	+	+	+	+										+	
Food Inspection/Public Health	1003/0003/0003				+	+	+	+	+	+										+	
Food Technology	1522				+	+	+	+	+	+										+	
Forestry	0201/002				+	+	+	+	+	+										+	
Geology/Hydrology	1501/1516				+	+	+	+	+	+										+	
Landscape Architecture	0207				+	+	+	+	+	+										+	
Mathematical/Statistics	1302/1301/1301				+	+	+	+	+	+										+	
Nutrition	0630				+	+	+	+	+	+										+	
Plant Pathology/Physiology	0401/0103				+	+	+	+	+	+										+	
Soil Science/Conservation	0401/0401				+	+	+	+	+	+										+	
Veterinary Medicine	0720				+	+	+	+	+	+										+	
Wildlife Biology	0408				+	+	+	+	+	+										+	

Mission Area Acronyms
 FAS - Farm Service Agency
 FNS - Foreign Agricultural Service
 RMA - Risk Management Agency
 Food, Nutrition and Consumer Services (FNCS)
 FNS - Food and Nutrition Inspection
 Food Safety (FS)
 FNS - Food Safety and Inspection Service
 Marketing and Regulatory Programs (MRP)
 AMS - Agricultural Marketing Service
 APHIS - Animal and Plant Health Inspection Service
 GIPSA - Grain Inspection, Packers and Stockyards Administration
 Natural Resources and Environment (NRE)
 FS - Forest Service
 NRCS - National Resources Conservation Service
 Research, Education and Economics (REE)
 ARS - Agricultural Research Service
 ERS - Economic Research Service
 NASS - National Agricultural Statistics Service
 NIFA - National Institute of Food and Agriculture
 Rural Development (RD)
 RBS - Rural Business Cooperative
 RHS - Rural Housing Services
 RUS - Rural Utilities Services
 Departmental Management (DM)
 OHRM - Office of Human Resource Management
 OAO - Office of Advocacy and Outreach
 OCIO - Office of Chief Information Officer
 OCFO - Office of Chief Financial Officer
 OGC - Office of the General Counsel
 NRC - National Finance Center
 OIG - Office of Inspector General

To apply for internship opportunities: <http://www.USDOBS.gov>
 For questions regarding internship opportunities: USDA_internships@dm.usda.gov

III. Career Opportunities at USDA

Jobs at USDA...are much more than an office job...

Thank you for your interest in the U.S. Department of Agriculture (USDA) Career Opportunities. USDA offers a variety of opportunities for students and recent graduates to work in agricultural, science, technology, math, environmental, management, business and other career fields. Our emphasis is placed on fostering a connection between continuing education and employment training in the Federal Government. Through our Student Employment Opportunities (SEOs) program, we offer the following opportunities for students and recent graduates:

- Pathways Program,
- Third Party Internship Program,
- Internship for Students with Disabilities,
- Internships for Student Veterans and
- Volunteer Program (Non-Paid Internships).

Most interns and recent graduates are hired in paid or unpaid positions in the following Mission Critical Occupations (MCO):

Management Career Fields:

Administration and Office Support

Student Trainee series 0399

(Miscellaneous Clerk and Assistant, Receptionist, Mail and File, Office Automation, Administrative Officer, Computer Clerk, Management & Program Analysis, Logistics, Communication Clerical, Miscellaneous Administration & Program)

Financial Management Student

Trainee series 0599 (Financial Clerical, Accounting, Auditing, Budget Clerical and Assistant, Insurance Accounts)

General Student Trainee series 0099

(Safety Technician, Outdoor Recreation Planning, Park Ranger, Environmental Protection Assistant, Fingerprint Identification, Security, Fire Protection and Prevention)

Human Resources Management

Student Trainee series 0299 (Human Resources Assistance)

Investigation Student Trainee series

1899 (Compliance Inspection and Support, Criminal Investigation, Investigative Analysis, Agricultural Warehouse Inspection, Equal

Opportunity Investigation, Consumer Safety Inspection, Food Inspection)

Information and Arts Student Trainee

series 1099 (Public Affairs, Writing and Editing, Audiovisual)

Legal Occupations Student Trainee

series 0999

Agribusiness and Industry

Career Fields:

Business and Industry Student Trainee series 1199 (Agricultural Marketing Specialist, Agricultural Program Specialist, Procurement/Contract Specialist Financial Analysis, Loan Specialist, Purchasing, Procurement Clerical, Public Utilities, Trade Specialist, Crop Insurance Administration)

Quality Inspection Student Trainee

series 1981 (Agricultural Commodities Aid)

Social Science Student Trainee series

0199 (Archaeology, Economist and Economic Assistant, General Anthropology, History, Geography, Foreign Agriculture Affairs, International Relations, Psychology, Social Science, Sociology, Workforce Research and Analysis)

Science and Technology Fields:

Biological Science Student Trainee

series 0499 (Agronomy, Botany, Fish Biology, Forestry, Range Technician, Soil Conservation Technician/Soil Conservation Specialist, General Natural Resources Management and Biological Sciences)

Engineering and Architecture Student

Trainee series 0899 (Agricultural Engineering, Engineering Technical, Safety Engineering, Fire Protection Engineering, Landscape Architecture, Civil Engineering, Survey Technical, Environmental Engineering, Bioengineering,)

Information Technology Student

Training series 2299

Mathematics and Statistics Student

Trainee series 1599

Medical and Health Student Trainee

series 0699 (Consumer Safety, Dietitian and Nutritionist, Public Health Program Specialist)

Physical Science Student Trainee

series 1399 (Food Technology, Cartographic, Land Surveying, Geology, Hydrology, Chemistry)

Veterinary Student Trainee series

0799 (Animal Health and Technician Veterinary Medical Science)

IV. Career Opportunities Factsheet

For general questions about the recruitment of students including recent graduates, volunteers, third party internships, students with disabilities and Veterans - please contact the Department Student Employment Program Manager, Wenndy Carrasco at USDA.Internships@dm.usda.gov. For specific questions about the Pathways Programs, please send your inquiry to Askusdapathways@dm.usda.gov.



USDA Pathways Programs provide students enrolled in a wide variety of educational institutions, and recent graduates with opportunities to explore USDA careers.

USDA Pathways Internship Program

The Internship Program provides paid work experience to students currently enrolled in high school or an accredited college or university (this includes *Home-Schooling, Certificate Programs and Community Colleges*). Interns may work during the summer, fall, spring, or year round.

Eligibility:

- U.S. Citizen or U.S. Permanent Resident
- Age 16 years or older
- Enrolled in, or accepted for enrollment to, an accredited high school, community college, college or university; professional, technical, vocational, or trade school; advanced degree program; or other qualifying educational institution and pursuing a qualifying degree or certificate
- A 2.0 GPA to Good Academic Standing (*typically a 2.0 on a 4.0 scale*)
- Apply to an open vacancy announcement

To apply:

- www.usda.usajobs.gov
- Enter "Student" in the "What" field and click on **Search**

Sample list of career paths in the USDA Pathways Internship Program:

- Agricultural Marketing Service Virtual
- Food Safety Veterinary Studies
- Foreign Agriculture
- Information Technology

- International Agricultural
- The Saul T. Wilson, Jr.

For more information, please visit www.usda.gov.

For questions: Askusdapathways@dm.usda.gov.

USDA Pathways Recent Graduates Program

The Recent Graduates Program offers opportunities for graduates who have completed, within the past two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate program. Veterans unable to apply within two years of receiving their degree – due to military service obligation- have six years upon degree completion to apply.

Eligibility:

- U.S. Citizen or U.S. Permanent Resident
- Must apply 2 years from date educational requirements are completed (eligibility period for certain Veterans may be extended 6 years from date of completion of academic requirements)
- Grade limitations apply (*GS: 11*)
- Sign a participant agreement
- Apply to an open vacancy announcement

To apply:

- www.usda.usajobs.gov
- Enter "Recent Graduates" in the "What" field and click on **Search**

For more information, please visit www.usda.gov.

For questions: Askusdapathways@dm.usda.gov.

USDA Pathways Presidential Management Fellows Program (PMF)

The PMF program is a prestigious competitive program that supports leadership development of recent graduates from graduate degree programs who have been pre-qualified, or recommended by a network of graduate schools.

Eligibility:

- U.S. Citizen
- GPA 3.0 or higher
- Recently graduated from a graduate degree program
- Pass online and in-person assessment
- Acceptance to the fellowship program
- Find a position within the Agency.

For more information, please visit www.usda.gov.

For questions: Askusdapathways@dm.usda.gov.

Success Stories

Laura Sepulveda Ramirez, former USDA Intern 2004.

I joined USDA, Food Safety and Inspection Service as a Human Resources Student Trainee in June, 2004 under the Student Career Experience Program (SCEP). While a student, I had the opportunity to work closely with members of FSIS' Human Resources Operations (HRO) in Minneapolis, Minnesota; the Human Resources Policy (HRP) team in Washington, DC; and with the Department of Veterans Affairs (DVA), Veterans Health Administration (VHA) in Lexington, Kentucky. As a student trainee I performed a number of different functions in the HR arena including HR staffing assistant duties, recruitment, development and coordination of the 2005 VMO mass mailing project in HRO, and was part of the FSIS Leadership Competency Initiative team during the summer of 2008. While on DVA, VHA I performed duties as a Nurse Recruiter Trainee, which gave me exposure to various HR areas like recruitment, budget management, and labor and employee relations. All of these valuable experiences as a student trainee gave me the knowledge and skills to be selected for my current position after earning my MBA in Human Resources in 2009. I now manage the program that once gave me the opportunity to join our Agency.

Tamara Johnson, former USDA Intern 2012.

I am a junior at The Pennsylvania State University. In May of 2014 I plan to graduate with a BA in Criminal Justice and English, and upon graduation I plan to attend law school to become an advocate of Family Services. I was born and raised in Washington D.C. and because I attended a law-based high school (Thurgood Marshall Academy), it gave me many opportunities to learn about the judicial system through connections and internships with law firms, the Superior Court, and The National Bar Association. However, I wanted to experience another part of the government, and to explore other areas of interest. The summer after my freshman year of college, I worked for USDA through the Mayor's Summer Youth Employment Program (SYEP). That summer I gained valuable work experience and knowledge about what USDA does for the people and its strategic plan to protect America's land. Working for USDA gave me a great opportunity to enhance my skills and to embrace a very diverse organization that is keen on equal opportunity and empowerment. After my experience working for USDA, I wanted to become more involved and applied for the Departmental Management internship through STEP (Student Temporary Employment Program). My goal for this summer experience is to expand my knowledge about USDA to be able to help incoming summer SYEP interns to give them the same enlightening experience that I was given.

Wendy Carrasco, former USDA Federal Career Intern 2011

I joined USDA as a Human Resources Specialist in September, 2007 under the Federal Career Intern Program (FCIP). While a FCIP, I had the opportunity to work closely with the Human Resources Operations and Policy (HRO and HRP) Deputy Director in Beltsville, Maryland. As a FCIP, I performed a number of different functions in the Human Resources arena including HR staffing duties, recruitment, student programs for the Research, Education and Economics Mission Area, and was part of several projects initiatives. The Staff I worked with was outstanding who trained and exposed me to various dimensions of Human Resources, such as training and development, processing, staffing and classification, human capital management, recruitment, labor and employee relations, mediation and EEO. All of these valuable experiences as a FCIP gave me the knowledge and skills to be selected to serve in the USDA Department Management Cultural Transformation Initiative Taskgroup on Student Employment Opportunities (SEOs), where I led several important workgroups and projects. I now manage the USDA Student Employment Opportunities that once gave me the opportunity to join USDA. "I am grateful for the experience I received through the FCIP at USDA. Through this program, I was exposed to many projects and I believe this is what drew me to want to continue working in shaping the SEOs at USDA, and because of programs like FCIP, it was possible." I hold a Master's Degree in Public Administration from Columbia University; and a Business Certificate from the Columbia Business School. I am proud to be the daughter of a former farmworker mother who picked grapes, tomatoes, and other vegetables throughout California!

Ian Fennell, former FNS Intern, 2012.

I was a student intern with the Center for Nutrition Policy and Promotion (CNPP) in the Food, Nutrition, and Consumer Services mission area. I'm a behavioral and community health senior at the University of Maryland, College Park. I believe that policy development, education, and promotion are key to ensuring nutritional health. Interning with the Center for Nutrition Policy and Promotion put me alongside others who wish to empower the American population by providing guidance and knowledge in the realm of dietary and nutritional needs.

Third Party Internship Program



USDA holds Memorandums of Understanding with these organizations.

USDA partners with several Third Party Internship Programs to provide students the opportunity to work with our 19 Agencies to gain practical experience in different fields. Students under these programs are considered contractors. These programs typically provide stipends for interns. The recruitment and eligibility determination is completed by each third party internship program point of contact.

Conference on Asian Pacific American Leadership (CAPAL)

The CAPAL program provides agencies with highly qualified internship candidates representing groups that are currently under-represented within the Federal workforce. CAPAL interns hail from a diverse set of the country's most prominent universities including UC Berkeley, University of Chicago, University of Pennsylvania, and Harvard University.

Eligibility:

- Be a U.S. citizen
- 3.0 GPA or higher
- Enrollment in a degree-seeking program at an accredited institution
- Complete application online
- Submit required documentation

Deadline to apply: March for Summer Internships

To apply online: <http://www.capal.org/programs/federal-internship-program/>

For more information, contact: Christine Chen at info@capal.org or scholarships@capal.org.

Website: <http://www.capal.org/programs/federal-internship-program/>

Hispanic Association of Colleges and Universities (HACU)

Since 1992 the HACU National Internship Program (HNIP) has recruited college students for paid summer- and semester-long internships at federal agencies and private corporations in Washington, D.C. and throughout the country. These ten and fifteen-week internship programs give college students direct experience in a diverse array of careers in the federal and corporate sectors.

HNIP has placed over 9,000 college students in rewarding and challenging internships matching their majors and career goals. Interns have enhanced their professional skills through placements in departments of public affairs, accounting, human resources and information technology, as well as laboratories, hospitals, airports, and national forests and parks, among others. Some intern assignments have included completing and analyzing research, writing speeches, conducting audits, performing land surveys, creating web pages, conducting community health surveys and developing outreach strategies for under-served populations.

Deadlines to apply:

- Spring Session: Mid November
- Summer Session: Mid February
- Fall Session: Mid June

Eligibility:

- Authorization or eligibility to work in the United States
- 3.0 GPA or higher
- Enrollment in a degree-seeking program at an accredited institution
- Completion of freshman year of college before the internship begins.

To apply online: <http://www.hacu.net/hacu/HNIP.asp>

For more information, contact:

Sandra.Cortez@osec.usda.gov or 202-720-6506

Junior Agricultural Ambassador Program

The Agricultural Ambassadors Program provides high school students with the opportunity to intern with the USDA Agricultural Research Service (ARS) and the Animal and Plant Health Inspection Service (APHIS) in Florida, Texas, and

California. Students also attend a leadership development program in Washington, DC. Ambassadors are selected based on their academic excellence, interest in science, and demonstrated leadership qualities.

After completing the program, Ambassadors represent USDA at their respective high schools and serve as a resource to students interested in agricultural-related fields. The program is funded by the USDA Hispanic-Serving Institutions National Program and managed in partnership with Miami Dade College-North, California State University–Fresno, University of Texas Pan American, Miami Dade County Public Schools, and Fresno Unified School District.

Eligibility:

- Be in good academic standing with a minimum GPA of 3.0/4.0,
- Be a sophomore, junior or senior by September,
- Be a student leader and committed to public service,
- Be interested in agricultural science related careers,
- Attend the required orientation accompanied by a parent(s) or legal guardian(s),
- Complete the application and mail in the required documents, and
- Be involved in the school program after returning from Washington, DC with the assignments given by the USDA Regional Director.

For more information or to apply, contact:
<http://www.hsi.usda.gov/Students/JAAP.htm>

Student Conservation Association (SCA)

The Student Conservation Association provides college and high school-aged students with hands-on conservation service opportunities in virtually every field imaginable, from tracking grizzlies through the Tetons to restoring desert ecosystems and teaching environmental education at Washington, D.C.’s Urban Tree House. We are truly building the next generation of conservation leaders. SCA partners with federal agencies and other public and private organizations to provide expense-paid internships. SCA recruit a national pool of applicants and help them complete their online application.

Eligibility:

- Enrollment in a degree-seeking program in conservation, environmental or related field at an accredited institution,

- Completion of freshman year of college before the internship begins, and
- Authorization or eligibility to work in the United States

Deadlines to apply:

- August for Fall Internships
- November for Spring Internships
- May for Summer Internships

To apply online: <http://mysca.force.com/member>

For more information or to apply, contact:
Admissions@thesca.org or oncampus@thesca.org.

Website: <http://www.thesca.org/serve/internships>

Summer Youth Employment Program (SYEP)

The Summer Youth Employment Program (SYEP) is a locally funded initiative sponsored by the District of Columbia Department of Employment Services (DOES) that provides District youth ages 14 to 21 with enriching and constructive summer work experience through subsidized placements in the government and private sectors.

Eligibility:

- 14 to 21 years old
- Enrolled in school
- A U.S. Citizen or a U.S. Permanent Resident
- A District of Columbia (DC) resident with valid DC identification and social security number.

For more information: recruitment@dm.usda.gov

Website:

<http://www.does.dc.gov/does/cwp/view,a,1232,q,638739.asp>

Washington Internship for Native Students (WINS)

The Washington Internships for Native Students (WINS) offers students of sovereign American Indian, Alaska Native, and Native Hawaiian (AI/AN/NH) nations the opportunity to build leadership skills while living, studying, and interning in Washington, DC. Developed in response to the White House Initiative on American Indians and Alaska Natives, this enriching program offers qualified students full scholarships funded by American University and sponsoring organizations. Participating students will gain professional work experience through interning at a federal agency or private firm, take courses focusing on Native American public policy concerns,

and enjoy engaging social and cultural extra-curricular activities.

Eligibility:

- Student must be enrolled in a college or university as a sophomore, junior, senior, or graduate student in good standing (*completed sophomore year with a GPA of 2.5*),
- Must be a member of a Federally recognized tribe

To apply online: <http://www.american.edu/wins/>

For more information, contact: Amy Morrill Bijeau at morrill@american.edu.

Wisconsin Tribal Conservation Advisory Council (WTCAC)

WTCAC internship program enables students to gain the skill in resource conservation, biology, engineering, economics, soil, financial management and other natural resources and to prepare for lives of achievement, engagement and leadership.

Eligibility:

- Students must be enrolled in, or pursuing, a degree program in Natural Resources, Biological Sciences, Agriculture, Forestry, Engineering, Agricultural Business, or other Environmental Science degrees to qualify for the Wisconsin Tribal Conservation Advisory Council (WTCAC) Third Party Contractors (Internship) Program.
- Enrolled members of Federally Recognized Tribes in Wisconsin, Michigan and Minnesota.
- Enrolled members of other Federally Recognized Tribes.
- Other Tribal applicants such as descendants, etc.
- At least 16 years of age or older, and
- GPA of 2.0 or higher.

To apply online: www.WTCAC.org

For more information, contact: Jerry Thompson and he can be reached at 715-821-0555 and his email address is WTCAC1@gmail.com.

The Washington Center (TWC)

Academic internship program enables students to gain the experience needed for entry-level employment and to prepare for lives of achievement, engagement and leadership.

Eligibility:

- Be at least 18 years of age.
- Attend an accredited college or university and have status as a sophomore or above during the term of their internship.
- Maintain a grade point average (GPA) of at least 2.75 on a 4.0 scale. Students with lower GPAs may be considered.
- Receive academic credit from their college or university for their participation in the internship program. TWC does not grant credit directly.
- Have the approval of their campus liaison or a faculty sponsor if their institution does not have a campus liaison.

To apply online:

<http://www.twc.edu/internships/washington-dc-programs/eligibility>

For more information, contact: Nick Catanzaro and he can be reached at 202-238-7900 and 202-238-7995, and his email address is nick.catanzaro@twc.edu.



Internships for Student Veterans

Endless Opportunities!!!

- Recruiting,
- Training &
- Retaining



USDA offers internship and training opportunities for talented student veterans and their spouses.

Vets to Feds Intern Program (V2F)

The V2F Information Technology (IT) Internship program is designed to fill mission critical positions and allow student veterans to continue to perform valuable service to the American people while jump-starting their civilian Federal careers. Interns will receive full salary and benefits as well as challenging assignments, and formal professional/technical training.

Eligibility:

- Enrolled or accepted for enrollment as a degree student (diploma, certificate, etc.) in an accredited institution
- Taking at least a half time academic, vocational, or technical course load as determined by the school

This rigorous paid program includes:

- Formal and informal training,
- Challenging work assignments and
- Potential for accelerated promotions.

If you are selected for this opportunity, students will:

- Complete any required technical training and certifications,
- Be eligible to non-competitive conversion into career positions,
- Earn a full-time salary at the GS-3/4/5 grade level into the 2299/2210 IT series, and
- Be entitled to a benefit package including paid vacation, sick leave, health and life insurance, a retirement plan, a 401k equivalent plan, and paid federal holidays.

For more information, or to apply contact:

Veterans.EmploymentProgram@dm.usda.gov

Website: <http://www.fedshirevets.gov/vets2feds/index.aspx>

VA, Vocational Rehabilitation & Employment (Non-Paid Work Experience) (VA-VRE)

The Veterans Administration, Vocational Rehabilitation & Employment (VA-VRE) program provides a source for Veterans to gain non-paid work experience with the intent to hire after their training is over. Any degree from a Department of Education accredited college or university, including online schools, is accepted. The program may also offer transportation subsidies; please contact the program coordinator for more information.

Eligibility:

- Accepted for enrollment or enrolled in a certificate, degree or diploma program on at least a half-time basis,
- Sign a participant agreement with USDA,
- Age requirement is based on the labor laws of the State or District,
- Must submit DD-214 certification and/or certification of disability for veteran preference,
- Must meet the qualification standards of the position, and
- Must meet security clearance or fit requirements.

For more information, or to apply contact:

Veterans.EmploymentProgram@dm.usda.gov

Deadlines to apply: Year-round

David Najafi, former VA-VRE Intern 2011, converted to permanent employee in 2012. Hands-on training from day one to the end of my internship.



Internships for Students with Disabilities

Recruiting, Training and Retaining



USDA offers internships opportunities for talented students with disabilities, and targeted disabilities, seeking professional work experience.

Workforce Recruitment Program (WRP)

The Workforce Recruitment Program for College Students with Disabilities (WRP) is a recruitment and referral program ready to help student with disabilities search summer or permanent positions in the federal government. The WRP database contains profiles of student job candidates from more than 200 colleges and universities nationwide, representing all majors, and ranging from college freshmen to graduate students and law students.

Eligibility:

- Be U.S. citizen
- Have a disability
- Be enrolled in an associate, undergraduate or graduate degree seeking school

- Transcripts

*Student must be accepted to the WRP program to be placed in a paid internship position at USDA.

To apply to WRP program, visit the WRP student portal:

<https://wrp.gov/LoginPre.do?method=login>

For more Information, contact:

disabilityemploymentprogram@dm.usda.gov.

Jeanna Ramos, current USDA Intern, 2013.

As an intern at the USDA Forestry Service's Willamette and Siuslaw National Forest office, I created a training program titled "Little Things Mean a Lot" that is now used in the Oregon and Washington State district offices. I am a native Oregonian with Hispanic heritage, interning as an Equal Employment Specialist and Diversity Trainer for the Civil Rights Unit. The program was based upon Secretary Thomas J. Vilsack's USDA Cultural Transformation (CT) initiative. The training teaches values, respect, and team work and provides Cultural Transformation strategy tools. The training program allows employees and supervisors to practice what they learned, so Cultural Transformation can become second nature to FS employees and supervisors. I have dyslexia, ADHD and a physical disability that only permits me to sit for a certain amount of time. My advice for people with disabilities: Do not be afraid to talk about your disabilities with others. Work hard, don't quit. We have a voice. Be proud and never give up. I will be accepting a permanent position at the USDA, Forest Service, in June 2013 upon completion of my master's degree at Oregon State University. My master's thesis is titled, "The Experiences of Women of Color, Working in Natural Resources." I'm looking forward to being a fulltime Forestry Service employee because I can be in a happy work environment and be in an agency where I feel valued and not as a second class individual. This is where I want to finish my career. The U.S. Forest Service; they fight for equality, fairness and justice.



Volunteer Programs (Non-paid Internships)

Earning academic credit while getting practical hands-on experience



USDA offers volunteer opportunities for students and career professionals who need professional work experience and/or academic credit.

Dig into Rare and Special Collections Volunteer Experience (DRSCVE)

The National Agricultural Library (NAL) is one of four U.S. national libraries, houses the largest most accessible agricultural collection in the world, and is the nexus for a national network of state land-grant and USDA field libraries. Projects may entail: organize inventory, create databases and archival finding guides for special collections of photographs, catalogs, papers and memorabilia; web site page creation and content building; bibliometric analysis of e-journals; and more. This volunteer experience opportunity is available for academic credit or on a volunteer basis. The program offers a flexible schedule: Monday through Friday and is offered year-round.

To apply or for general questions contact:

- Main Point of Contact: Theresa.Ridgewaya@ars.usda.gov
- For the National Invasive Species Information Center: Joyce.Bolton@ars.usda.gov
- For DigiTop, USDA's Digital Desktop Library: Stan.Kosecki@ars.usda.gov

Deadlines to apply: Year-round

Website: www.nal.usda.gov

Cesar Chavez Charter School Fellowship

High School students gain professional experience from experts. They impact and develop innovative services, programs and exhibits.

To apply or for general questions contact: Stephanie Remick via email stephanie.remick@chavezschools.org.

- Capitol Hill Campus.
- Parkside Campus.
- Parkside Campus

FSIS Volunteer Student Program (VSP)

The Volunteer Student Program (VSP) was established to formalize the relationship between FSIS and various Colleges of Veterinary Medicine for the purpose of providing training to veterinary and graduate students with an interest in food safety and public health. The VSP provides experience that is directly related to the student's education program and possible career goals. We have developed the VSP to provide students with valuable career-related work experience in our public health agency. If USDA doesn't have a formal VSP agreement with the student's Colleges of Veterinary Medicine (CVM), the student can still participate in this program by signing a Student Agreement form. Please keep in mind that there is no guarantee that there will be a mentor available in the area the student would like or the date's student has available.

If you have seen a Volunteer Student Program (VSP) flyer at your College of Veterinary Medicine, please follow the directions on the flyer. Otherwise, submit the following information to FSISStudentjobs@fsis.usda.gov:

- Name,
- Current College of Veterinary Medicine (CVM) School,
- Graduation Date,
- Available Dates,
- Location(s) of Interest,
- *(Please keep in mind that this is unpaid, so the ideal situation is somewhere close to family/friends or school.)*,
- Resume, and
- Transcripts *(unofficial is fine)*.

To apply:

http://www.fsis.usda.gov/careers/How_to_Indicate_Interest_VSP/index.asp

For general questions, contact:

Laura.Sepulveda@fsis.usda.gov

Website:

http://www.fsis.usda.gov/Careers/Volunteer_Student_Program/index.asp

Higher Education Institution - Student Volunteer Program (HEISIP)

This program was established to formalize the relationship between USDA and various colleges and universities across the nation to provide training and work experience to undergraduate and graduate students with an interest in agriculture, science, technology, engineering, mathematics, and other administrative career fields. The HEISIP is a non-paid internship opportunity. This program gives students an insight into considering a future career with USDA. Annually, USDA works with students volunteers nationwide throughout our 7 Mission Areas, 19 agencies and 16 Administrative Offices.

Eligibility:

- Be a U.S. citizen or permanent resident, some international students may qualify,
- Must be enrolled in high school or pursuing an undergraduate or graduate degree in an accredited institution (*community colleges*) or be a career professional,
- Sign a volunteer participant agreement,
- Must meet the qualification standards of the non-pay position, and
- Must meet security clearance.

Generally, volunteers/interns will be placed in non-paid position at the GS- 3, 4, 5, 6, 7, 8, and 9 grade levels. The grade level is determined by the academic level of the volunteer.

To apply:

- Check with your college/university to earn credit, seek stipend payment and/or travel/housing assistance, if needed.
- Search www.USAJOBS.gov for a USDA Volunteer non-paid internship vacancy announcements.

For general questions, contact:

USDA.Internships@dm.usda.gov

Deadlines to apply: Year-round

Website:

<http://www.dm.usda.gov/employ/student/index.htm>

NIFA Volunteer Program

This program is designed to help students experience working in a federal government setting, to assist them in applying various theories and skills, and to enhance their personal growth and development. Every intern will have a unique experience while working at the National Institute of Food and Agriculture whether they are earning University credit or an hourly wage; nevertheless it will be an experience that is invaluable later in life. Emerging into adulthood is not an easy transition and one that often comes with many questions, highs, and lows. It is our goal that your participation in the internship program helps to ease the transition by preparing you for a career, whether it is in the federal government or another place of interest.

Eligibility:

- Be a U.S. citizen
- Must be pursuing an undergraduate or graduate degree in an accredited college or university
- Sign a volunteer agreement
- Must meet the qualification standards of the non-pay position
- Must meet security clearance

To apply: dswanson@nifa.usda.gov

For general questions, contact: Eboni.Wiggins@ars.usda.gov

Deadline to apply: April for summer session

NRCS Earth Team Volunteers (NRCSETV)

The National Volunteer Program became known as the “Earth Team”, the volunteer arm of the Natural Resources Conservation Service. The primary purpose of the Earth Team is, and always has been, to expand NRCS services by using volunteer time, talent, and energy to help meet agency needs. NRCS employees at the national, regional, state, and local level recruit and utilize volunteers for a wide variety of activities. As it was in the beginning, the Earth Team is looking for volunteers who have an interest in conserving natural resources.

Eligibility:

- 14 years of age or older

- Interested in agricultural, management and business fields
- Available for part-time, evenings or weekends, and/or outdoors, or in local or field offices.

To apply online:

<http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/people/volunteers/?cid=stelprdb1041482>

For general questions contact: Amanda N. Hasemeier and Linda Bouc at scholarships@nophnrcse.org or linda.bouc@lin.usda.gov

Website: www.nrcs.usda.gov/feature/volunteers

Deadlines to apply: Year-round

V. Scholarships by Professional Organizations

The National Organization of Professional Hispanic Natural Resources Conservation Service Employees (NOPHNRCSE)

NOPHNRCSE offers three academic scholarships annually for deserving students who are pursuing a degree in an Agriculture, Natural Resources, or natural resources conservation-related fields of study at an accredited institution of higher education. The award amount is \$1,000. The award was established by notable members and their families to encourage new generations of Hispanics to pursue careers in Agriculture.

Eligibility:

- Graduating High School students accepted to an accredited college or university and registered full-time students with at least one full academic year remaining before graduation,
- Demonstrate integrity, ability, and competence in work,
- Show interest in pursuing a career in Natural Resources Conservation,
- Have a grade point average of at least 2.75 on a 4.0 scale, and
- Submit completed application form and requested documentation.

For more information please contact:

Amanda N. Hasemeier at 717-237-2236 or via email at Scholarships@nophnrcse.org.

Website: <http://www.nophnrcse.org>

VI. Tips on USDA Career Opportunities

General Facts

Methods to learn about USDA and how to search for and apply to available career opportunities

<p>LEARN about USDA Mission Areas www.USDA.gov</p>	<p>Agencies by Mission Area:</p> <ul style="list-style-type: none"> • Farm and Foreign Agricultural Services: Farm Service Agency - http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=tra&topic=landing Foreign Agriculture Service - http://www.fas.usda.gov/admin/newjobs/fasjobs.asp Risk Management Agency- http://www.rma.usda.gov/aboutrma/opportunities/jobs.html • Food, Nutrition and Consumer Services: Center for Nutrition Policy and Promotion - http://www.cnpp.usda.gov/internships-otheropportunities.htm Food and Nutrition Service - http://www.fns.usda.gov/hr/careers.htm • Food Safety: Food Safety and Inspection Service - http://www.fsis.usda.gov/Careers/Fellowships_&_Internships/index.asp • Marketing and Regulatory Programs:
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	<p>Agricultural Marketing Service - http://www.ams.usda.gov/AMSV1.0/studentopportunities Animal Plant Health Inspection Service - http://www.aphis.usda.gov/career_opportunities/student_programs.shtml Grain Inspection, Packers, and Stockyards Administration - http://www.gipsa.usda.gov/</p> <ul style="list-style-type: none"> • Natural Resources and Environment: Forest Service - http://www.fs.fed.us/fsjobs/ Natural Resources Conservation Service - http://www.nrcs.usda.gov/about/employment.html • Research, Economics, and Education: Agricultural Research Service - http://www.ars.usda.gov/Careers/Careers.htm Economic Research Service - http://www.ers.usda.gov/AboutERS/Employment/ National Agricultural Library - http://www.nal.usda.gov/about/LIBRARY_INTERNSHIP.pdf National Agricultural Statistics Service http://www.nass.usda.gov/Contact_Us/Opportunities/index.asp • Rural Development: http://www.google syndicated search.com/u/RD?q=internships Rural Business and Cooperative Programs Rural Housing Rural Utilities
<p>SEARCH for USDA Vacancies www.USDA.USAJobs.gov</p>	<ul style="list-style-type: none"> • Create a profile under "My Account." The profile account is a security tool used by USAJOBS to ensure that information being submitted by applicants is maintained in a secure environment. • Create or upload resume. • Search for vacancy announcements and save them in your profile. • Review vacancy announcements for eligibility, qualifications, and closing dates and follow the instructions to apply. • Proceed to apply and complete the application. • Print a copy of your application for your records. • Human Resources Specialists review applications for their agency posted vacancy announcements. Contact the Human Resource Specialist listed in each vacancy announcement, for which you applied, to inquire on the status of your application. Be sure to have the job locator number, located in the vacancy announcement, to reference your application.
<p>General Information and Resources</p>	<ul style="list-style-type: none"> • For recruitment questions, contact the Department Student Employment Program Manager, Wendy Carrasco at USDA.Internships@dm.usda.gov • For specific questions about Pathways Programs: Askusdapathways@dm.usda.gov • Pay Level or General Scale (GS) levels for internships vary based on the position, and level of academic and related experience. • Pay Scale can be found at: www.OPM.gov, click on "View Salary Tables" • Most position announcements include the salary and GS level in the posting. • USDA Jobs through USAJobs.gov: www.USDA.USAJobs.gov • USAStudentJobs.gov: www.studentjobs.gov • Office of Personnel Management Website: http://www.opm.gov/employ/students/index.asp

Do you know that USDA scientists are working on biocatalytic and biomimetic reagents to produce carbon-carbon and carbon-oxygen branched fatty acids, targeting materials with enhanced lubricity while preserving biodegradability? - **Agricultural Research Service**

VII. Student Employment Opportunities Point of Contacts

Agencies Programs			
Agency	Contact	Email	Phone
Department Management (DM)	Wenndy Carrasco <i>(Oversees the recruitment & outreach aspects of student employment opportunities)</i>	wenndy.carrasco@dm.usda.gov	202-260-8335
	Nicole Smith <i>(Oversees students program paperwork processing for DM only)</i>	nicole.smith@dm.usda.gov	301-504-4321
Farm and Foreign Agricultural Services (FFAS) Farm Services Agency Risk Management Agency Foreign Agriculture Service	Keisha Valentine-Jones <i>(Serves FSA)</i>	keisha.jones@wdc.usda.gov	202-401-0228
	Carleen Dempsey <i>(Serves RMA)</i>	carleen.dempsey@kcc.usda.gov	816-823-2003
	Nikia Sizer <i>(Serves FAS)</i>	nikia.sizer@wdc.usda.gov	202-401-0176
Food, Nutrition and Consumer Services Food and Nutrition Service Center for Nutrition Policy and Promotion	Joanie Dilone <i>(Serves FNS and CNPP)</i>	FNSOpportunities@fns.usda.gov	703-305-2463
Food Safety Food Safety and Inspection Service	Laura Sepulveda	fsisstudentjobs@fsis.usda.gov	202-720-9401
Natural Resources and Environment (NRE) Forest Service Natural Resources Conservation Service	Sonia Montoya <i>(Serves FS)</i>	ssmontoya@fs.fed.us	505-563-9338
	Michelle Williams <i>(Serves NRCS and OEM)</i>	michelle.williams4@wdc.usda.gov	816-229-5113 ext 112
Marketing and Regulatory Programs (MRP) Agricultural Marketing Service; Animal and Plant Health Inspection Service; Grain Inspection, Packers, and Stockyards Administration	John Morris <i>(Serves AMS, APHIS and GIPSA)</i>	John.Morris@aphis.usda.gov	612-336-3343
	Clifton Gilchrist <i>(serves as recruiter for student programs)</i>	Clifton.gilchrist@ams.usda.gov	202-720-0583
	Dora Flores <i>(Serves AMS)</i>	dora.flores@ams.usda.gov	202-720-1285
Research, Education and Economics (REE) Agricultural Research Service National Agricultural Statistics Service National Institute of Food and Agriculture Economic Research Service	Cathy Walker <i>(Serves ARS)</i>	cathy.walker@ars.usda.gov	301-504-4418
	Mary DeNardo <i>(Serves NASS)</i>	mary_denardo@nass.usda.gov	202-720-4971
	Eboni Wiggins <i>(Serves NIFA)</i>	eboni.wiggins@ars.usda.gov	301-504-1757
	Loretta Miller <i>(Serves ERS)</i>	erssummerinterns@ers.usda.gov	202-694-5379
Rural Development (RD)	Dominique Young <i>(serves as student coordinator)</i>	dominique.young@wdc.usda.gov	202-692-0199
	Leopoldo Gomez <i>(serves as training coordinator)</i>	leopoldo.gomez@wdc.usda.gov	202-692-0223

Administrative Offices Programs

Agency	Contact	Email	Phone
Office of the Inspector General	Candace Samuels	candace.samuels@oig.usda.gov	202-720-7538
USDA Information Technology Internship Program (ITIP)	Margaret Smith	margaret.smith@ocio.usda.gov	202-694-5260
USDA National Appeal Division (NAD)	Steven Placek and Lisa Cunningham	steven.Placek@nad.usda.gov ; lisa.Cunningham@nad.usda.gov	703-305-1153; 703-305-1158
USDA Workforce Recruitment Program (WRP)	Natalie Veeney	disabilityemploymentprogram@dm.usda.gov	202-260-8050

Third Party Internship Providers (Contractors)

Agency	Contact	Email	Phone
Conference on Asian Pacific American Leadership CAPAL programs (CAPAL)	Christine Chen	scholarships@capal.org or info@capal.org	
USDA HACU National Internship Program (HNIP)	Sandra Cortez	sandra.cortez@osec.usda.gov	202-720-6506
Junior Agricultural Ambassador Program (JAAP)	Vladimir Diaz (FL & PR) Juan Alvarez (CA & WA) Ruby de La Garza (TX)	vladimir.diaz@osec.usda.gov juan.alvarez@osec.usda.gov ruby.deLaGarza@osec.usda.gov	305-237-8550 559-278-8311 956-587-2656
Summer Youth Employment Program (SYEP)	Michelle Jordan-Hedgeman	michelle.jordan-hedgeman@dm.usda.gov	202-260-8086
Student Conservation Association (SCA)	SCA partnership team: (Northeast, Great lakes, Southeast, Northwest, West)	admissions@thesca.org or oncampus@thesca.org	603-543-1700
Washington Internships for Native Students (WINS)	Amy Morrill Bijeau	morrill@american.edu	202-895-4967
Vets to Feds Intern Program (V2F)	Roseal Fowlkes	Veterans.EmploymentProgram@dm.usda.gov	202-260-8375
VA, Vocational Rehabilitation & Employment (Non-Paid Work Experience) (VA-VRE)	Roseal Fowlkes	Veterans.EmploymentProgram@dm.usda.gov	202-260-8375
Wisconsin Tribal Conservation Advisory Council (WTCAC)	Jerry Thompson	wtcac1@gmail.com	715-821-0555
The Washington Center	Nick Catanzaro	nick.catanzaro@twc.edu	202-238-7900 202-238-7995

Do you know that USDA geneticist and technicians use gel electrophoresis and fluorescent plate readers to identify plants with markers associated with traits of interest, which allows the most efficient selection of corn plants with beneficial traits? - **Agricultural Research Service**

VIII. Frequently Asked Questions

For general questions about the recruitment of students including recent graduates, volunteers, third party internships, students with disabilities and Veterans - please contact the Department Student Employment Program Manager, Wenndy Carrasco at USDA.Internships@dm.usda.gov.

1. Who qualifies to apply for the USDA Pathways Internship Program?

A student who is: a U.S. Citizen or U.S. Permanent Resident; at least 16 years of age; currently enrolled or accepted for future enrollment in an accredited school (*including high schools, home-schools, certificate programs, college/university*), available for full-time or part-time work; a G.P.A. of 2.0 or higher; and meets the requirements of the vacancy.

2. Who qualifies to apply for the USDA Pathways Recent Graduates Program?

Recent graduates who have completed, within the previous two years, a qualifying Associates, Bachelor's, Master's, Professional, Doctorate, Vocational or Technical degree or certificate from a qualifying educational institution. Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

3. Who qualifies to apply for the USDA Pathways Presidential Management Fellows (PMF) Program?

Individuals who have completed within the past two years, a qualifying advanced degree (*e.g., Master's or Professional degree*). An individual may apply for the PMF Program more than once as long as he or she meets the eligibility criteria. However, an individual can become a Finalist and subsequently apply for the PMF Program.

4. If I graduate this spring and have not applied to another school am I still eligible for an internship?

If someone has just graduated from a degree program and has not yet applied to another school, the person will not qualify for an internship position. In order to qualify, the applicant must be currently enrolled in a degree or certificate program and/or have been accepted to another program. A student enrolled in GED courses and pursuing a GED diploma meets the definition of student. We strongly

recommend graduates to apply to the recent graduates program. For more information send an email to USDA.internships@dm.usda.gov, or Askusdapathways@dm.usda.gov.

5. Are internships for the summer only?

In most cases, yes; however, some USDA internship opportunities are available throughout the year. Each agency and internship program has its own hiring criteria and deadlines. Students interested in learning more about internship opportunities, how to apply should contact the Agency Student Employment Coordinator and/or search www.USDA.USAJOBS.gov for vacancies.

6. What is the deadline to apply for the USDA Pathways Internship and/or the Recent Graduates Program, and when should I expect to hear if I have been selected?

For the Pathways Internship and Recent Graduate Programs the vacancy announcement will clearly provide the application period with a closing date. An applicant's submission is reviewed by human resources professionals and qualified applicants are provided to the hiring manager. After reviewing the application of each qualified applicant, the hiring manager will contact the selected intern. This can take up to 2 weeks. Generally, summer internships are posted to www.USDA.USAJobs.gov beginning the last week of January through mid April. Notification of selection/placement is made between mid-April and mid-May for summer internships. Orientation day is typically held in mid-June for headquarter interns, and orientation for field interns start on their first day of work. For fall internships, applications are accepted for posted vacancies, beginning the last week of July through August. For spring internships, applications are accepted for posted vacancies from September through November. All available internships are posted on

Territories/Possessions including American Samoa, Navassa Island, Northern Mariana Islands, Jarvis Island, Baker Island, Guam, Howland Island, Johnston Atoll, Kingman Reef, Midway Islands, Palmyra Atoll, Puerto Rico, U.S. Virgin Islands, and Wake Atoll. Each vacancy announcement lists the location of the opportunity.

www.usda.usajobs.gov. Input “student” in the “what” field for internship opportunities.

7. What is the deadline to apply for a Volunteer/Unpaid Internship opportunity and when should I expect to hear the results?

To apply for unpaid volunteer opportunities, applications are accepted year round. We strongly suggest applicants begin searching for vacancy postings for the summer beginning the last week of January through mid April. Notification of placements are made between mid-April and mid-May of each year for summer. Orientation day starts in mid-June for headquarter interns, and orientation for field interns starts on their first day of work. For the fall and spring, go to www.usda.usajobs.gov and search for “student” where all available volunteer unpaid internships will be posted, or contact the Agency Student Employment Coordinator to get more specific details.

8. How much will students get paid?

Most intern position announcements provide the salary and GS level in the vacancy announcement. The term “GS” stands for **General Schedule**. It is a Federal Government pay-scale. As such, pay scales for internships vary based on the position, level of experience, and educational level achieved. The Federal Government Pay Scale can be found at: www.OPM.gov, click on “View Salaries and Wages”.

9. How long are summer internships?

Summer internships vary in length of time based on agency need and position. Generally internships can begin anytime in May or June and usually end in August. Terms of employment may be negotiated on a case-by-case basis with the hiring manger.

10. How many interns will USDA hire?

Annually, USDA hires approximately 5,000 to 8,500 students nationwide. This number varies each year and is based on workforce needs and funding availability.

11. Where are internship and recent graduates opportunities located?

Internship, Recent Graduate, and Volunteer/Unpaid opportunities are located across the United States and the District of Columbia as well as U.S.

12. Where can I find information about USDA, Mission Areas and Agencies/Offices?

Visit our website, www.usda.gov. Scroll down until you see "Mission Areas and Offices" to learn about our 7 Mission Areas, 19 Agencies, or 16 Offices.

13. Sustainability is an initiative. Are there internships for those with Sustainability Studies majors?

Yes. Students with diverse majors and interests are sought by USDA agencies for work on the Sustainability Initiative. Agencies more likely to be focused on the balance between economic growth and conservation, environmental policies, and ethics would be Agricultural Research Service (ARS), Economic Research Service (ERS), Forest Service, Natural Resources and Conservation Service (NRCS), National Institute of Food and Agriculture (NIFA), and Rural Development (RD) to name a few. If you are interested, visit the Mission Area Natural Resources and Environment which has two agencies: Forest Service (<http://www.fs.fed.us/fsjobs/>) and Natural Resources Conservation Service (<http://www.nrcs.usda.gov/about/employment.html>)

14. If an applicant is particularly interested in a discipline, for example, Soil Science, where can this applicant apply for an internship?

If an applicant’s interest is soil science, the applicant should search and apply on www.usda.usajobs.gov for any internship, volunteer or recent graduate opportunity offered through the Agricultural Research Service, Forest Service, National Institute of Food and Agriculture, and Natural Resources Conservation Service.

15. If an applicant is particularly interested in a discipline, for example, Animal Science, where can this applicant apply for an internship?

If an applicant’s interest is animal science, the applicant can search on USAjobs.gov and apply for

any internship, volunteer or recent graduate opportunity offered through the Agricultural Marketing Services; Agricultural Research Service; Animal Plant Health Inspection Service; Grain Inspection, Packers and Stockyards Administration; and National Institute of Food and Agriculture.

16. If an applicant is particularly interested in a discipline, for example, Agricultural Management, where can this applicant apply for an internship?

If an applicant's interest is agricultural management, the applicant can search on USAjobs.gov and apply for any internship, volunteer or recent graduate opportunity offered through the Agricultural Marketing Services; Agricultural Research Service; Animal Plant Health Inspection Service; Farm Service Agency; Grain Inspection, Packers and Stockyards Administration; and National Institute of Food and Agriculture.

17. If an applicant is particularly interested in a discipline, for example, IT Computer Science, where can this applicant apply for an internship?

If an applicant's interest is IT computer science, the applicant can search on USAjobs.gov and apply for any internship, volunteer or recent graduate opportunity offered through the Agricultural Marketing Services; Agricultural Research Service; Animal Plant Health Inspection Service; Economics Research Services; Farm Service Agency; Food and Nutrition Services; Food Safety and Inspection Service; Forest Service; Grain Inspection, Packers and Stockyards Administration; National Institute of Food and Agriculture; and Rural Development.

18. How long is my application kept after I apply? Do I need to apply again after the summer for the Fall/next year?

You must apply to each vacancy announcement separately. Your file is only maintained for the position to which you apply.

19. What work schedule is expected of an Intern?

Your work schedule will depend on the requirements of the position and need by the Agency. The hiring manager will determine your work schedule, to include hours, days of the week, and start and end dates.

20. Do I have to write an essay?

No. Essays are not required. A complete online application is required to compete for all USDA student employment programs.

21. What happens after the completion and conversion process of the USDA Pathways Internship Program?

Interns may be converted to a permanent position or, in some limited circumstances, to a term position lasting 1-4 years, within 120 days of successful completion of the program. This type of position will be identified in the vacancy announcement as conversion eligible. To be eligible for conversion, Interns must:

- Complete at least 640 hours of work experience acquired through the Internship Program.
- Complete degree or certificate requirements.
- Meet the qualification standards for the position to which the Intern will be converted.
- Meet agency-specific requirements as specified in the Participant's Agreement
- Perform their job successfully
- Agencies may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.
- In addition, students working in agencies through third-party internship providers may use up to 320 hours toward the 640 hour requirement.
- Time spent under previous Internship Program appointments may count towards required work experience hours.

22. What happens after completion of the USDA Pathways Recent Graduates Program?

Recent Graduates may be converted to a permanent position or, in some limited circumstances a term appointment lasting 1-4 years. To be eligible for conversion, Recent Graduates must have:

- Successfully completed at least 1-year of continuous service in addition to all requirements of the Program.
- Demonstrated successful job performance.
- Met the qualifications for the position to which the Recent Graduate will be converted.

23. What happens after the completion of the PMF program?

After successful Program completion and job performance, the PMF may be converted to a permanent position or, in some limited circumstances a term appointment lasting 1-4 years in the competitive service.

24. What about English Language proficiency?

Successful candidates for internships, recent graduates and fellowships will possess skills in listening, reading, speaking and writing in English. It is recommended that applicants are able to write comprehensively in English as an intern.

It is commonly said that everyone who eats, wears clothes, lives in a house or visits a rural area or a national forest benefits from the Department. USDA remains committed to assisting America's farmers and ranchers, but it does much more than that.

USDA leads the federal anti-hunger effort with the Food Stamp, School Lunch, School Breakfast and Special Supplemental Program for Women, Infants and Children (WIC) programs,

USDA is the steward of our nation's 192 million acres of national forests and rangelands,

USDA is the country's largest conservation agency, encouraging voluntary efforts to protect soil, water and wildlife on the 70 percent of America's lands that are in private hands,

USDA brings housing, modern telecommunications and safe drinking water to rural America,

USDA is responsible for the safety of meat, poultry and egg products, USDA is a research leader in everything from human nutrition to new crop technologies that allow us to grow more food and fiber using less water and pesticides, and

USDA helps ensure open markets for U.S. agricultural products and provides food aid to needy people overseas.

**United States Department of Agriculture
Student Employment Opportunities
Diversity, Recruitment, and Work/Life Division
Office of Human Resources Management
1400 Independence Avenue, S.W. – Room 17-W
Washington, D.C. 20250**