

# 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](mailto:USDA.Internships@dm.usda.gov)  
[www.dm.usda.gov/employ/student/index.htm](http://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
- ❖ 17 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*) and 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)



## 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	PSB	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	MASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
<b>Management</b>																					
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	+	+	+	+	+	+	+	+	+	+										+
<b>Agribusiness and Industry</b>																					
Agricultural Business	1116	+		+		+	+	+	+	+	+										+
Agricultural Commodities	1201/0201	+				+	+	+	+	+											+
Crop Insurance Administration	1611			+																	+
Economics	0110	+	+	+	+	+	+	+	+	+	+										+
Agricultural Management	1115	+				+	+	+	+	+	+										+
Agricultural Marketing	1116	+	+	+		+	+	+	+	+	+										+
Food Program Management	0203				+																+
International Trade/Economics	1110		+																		+
Loan Management/Finance	1103/0202																				+
<b>Science and Technology</b>																					
Agronomy	0271						+	+	+	+	+										+
Animal Science	0704						+	+	+	+	+										+
Archaeology	0102/0102						+	+	+	+											+
Biological Science	0201/0101/0202/0202					+	+	+	+	+	+										+
Chemistry	1520					+	+	+	+	+	+										+
IT/Computer Science	1301/0204/2210	+			+	+	+	+	+	+	+										+
Engineering/Architecture	0201/0210/0202/0202						+	+	+	+	+										+
Food Inspection/Public Health	1202/0201/0202					+															+
Food Technology	1522				+	+	+	+	+	+	+										+
Forestry	0202/0202						+	+	+	+	+										+
Geology/Hydrology	1501/1516						+	+	+	+	+										+
Landscape Architecture	0207						+	+	+	+	+										+
Mathematics/Statistics	1302/1302/1301						+	+	+	+	+										+
Nutrition	0202						+	+	+	+	+										+
Plant Pathology/Physiology	0202/0202						+	+	+	+	+										+
Soil Science/Conservation	0202/0202						+	+	+	+	+										+
Veterinary Medicine	0722					+	+	+	+	+	+										+
Wildlife Biology	0202						+	+	+	+	+										+

To apply for internship opportunities: <http://www.USDOBS.gov>  
For questions regarding internship opportunities: [USDA.internships@dm.usda.gov](mailto:USDA.internships@dm.usda.gov)

# III. Career Opportunities at USDA

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

The U.S. Department of Agriculture (USDA) offers a variety of career opportunities for students and recent graduates to work in agricultural, science, technology, math, environmental, management, business and other career fields. USDA emphasis is placing on fostering a connection between continuing education and employment training in the Federal Government. Through our umbrella “Student Employment Opportunities (SEOs) program,” USDA offers the following student employment programs:

- 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



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](http://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](http://www.usda.gov).

For questions: [Askusdapathways@dm.usda.gov](mailto: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](http://www.usda.usajobs.gov)
- Enter "Recent Graduates" in the "What" field and click on **Search**

For more information, please visit [www.usda.gov](http://www.usda.gov).

For questions: [Askusdapathways@dm.usda.gov](mailto: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.

- Pass online and in-person assessment
- Acceptance to the fellowship program
- Find a position within the Agency.

**Eligibility:**

- U.S. Citizen
- GPA 3.0 or higher
- Recently graduated from a graduate degree program

For more information, please visit [www.usda.gov](http://www.usda.gov).

For questions: [Askusdapathways@dm.usda.gov](mailto: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.



# Higher Education Institution Program



1890 National Scholar Program



1994 Tribal Scholar Program



USDA Public Service Leaders Scholarship Program

USDA's Higher Education Institution Program provides scholarships, internships, and fellowships to students. This program closes the professional achievement gap by providing opportunities to talented and diverse young people to support the agricultural industry in the 21st century.

## 1890 National Scholars Program

The USDA/1890 National Scholars Program is a partnership between of the U.S. Department of Agriculture (USDA) and the 1890 Historically Black Land-Grant Universities. The USDA/1890 National Scholars Program is implemented under the USDA Fellows Experience Program (FEP). Scholars accepted into the program will be appointed using the Schedule A(r) authority (5 CFR 213.3202) and are not eligible for noncompetitive conversion to full time employment upon graduation.

However, all USDA/1890 National Scholars are required to compete for appropriate employment immediately after graduation and, if selected, commit to at least one year of service to USDA for each year of financial assistance provided. (Note: Specific details of this service requirement will be outlined in the service agreement entered into by the selected Scholar, the University at which the Scholar is matriculated, and the USDA Sponsoring Agency.)

The USDA/1890 National Scholars Program will provide full tuition, employment, employee benefits, fees, books, and room and board each year for up to 4 years to selected students pursuing a bachelor's degree at the following universities:

- Alabama A&M University
- Alcorn State University, Mississippi
- Central State University, Ohio
- Delaware State University
- Florida A&M University
- Fort Valley State University, Georgia
- Kentucky State University
- Langston University, Oklahoma
- Lincoln University, Missouri
- North Carolina A&T State University
- Prairie View A&M University, Texas
- South Carolina State University
- Southern University, Louisiana

- Tennessee State University
- Tuskegee University, Alabama
- University of Arkansas Pine Bluff
- University of Maryland Eastern Shore
- Virginia State University
- West Virginia State University

### Eligibility:

To be eligible for the USDA/1890 National Scholars Program scholarship a student must:

- Be a U.S. citizen
- Have a cumulative GPA of 3.0 or better (on a 4.0 scale)
- Have been accepted for admission or currently attending one of the nineteen 1890 Historically Black Land-Grant Universities.
- Study agriculture, food, natural resource sciences, or other related academic disciplines
- Demonstrate leadership and community service
- Submit an official transcript with the school seal and an authorized official's signature
- Submit a signed application (original signature only)

**To download application and for more information, please visit:**

<http://www.outreach.usda.gov/education/1890/index.htm>

### For questions:

Call this number (202) 205-4307 or send an email at [1890init@usda.gov](mailto:1890init@usda.gov)

## 1994 Tribal Scholars Program

The USDA 1994 Tribal Scholars Program is an employment program that offers a combination of work experience and academic study leading to career positions within USDA. The program is designed to integrate classroom study with paid work experience. The program is conducted in accordance with a planned schedule and a working agreement between

USDA agencies, student, and the 1994 Tribal Colleges and Universities.

**Eligibility:**

- Begin their educational career at a 1994 Land-Grant Institution,
- Demonstrate an interest in public service and pursuing a career with USDA
- High academic achievement (3.0 GPA or higher),
- Study agriculture, food, natural resource sciences, or other related disciplines
- Not yet have a bachelor’s degree,
- Be a U.S. citizen.

Applications for this program can be obtained by contacting the USDA/1994 Programs by email at [1994@osec.usda.gov](mailto:1994@osec.usda.gov), and including in the subject line “Tribal Scholars Application Request” or by phone at 202-720-7265.

**Website:** [www.outreach.usda.gov/education/1994tlgcu/](http://www.outreach.usda.gov/education/1994tlgcu/)

**Public Service Leader Scholarship Program**

The Public Service Leader Scholars Program provides undergraduate and graduate level students with a challenging internship opportunity combined with a scholarship. The program is designed to promote public service and create access to higher education. Upon successful completion of program and degree requirements, participants become permanent employees of USDA.

**Eligibility:**

- Be a U.S. citizen or a national (resident of American Samoa or Swains Island) and Non-citizens may be eligible,
- Enrolled as a degree-seeking student at an accredited institution in the United States,
- Have a 2.75 GPA or higher (on a 4.0 scale),
- Willingness to relocate upon graduation (Mobility Agreement will be signed upon selection)
- Have a strong interest in a career in public service with the USDA,
- Exhibit leadership and community involvement,
- Attend a mandatory leadership training in Washington, D.C. in June, and
- Meet major and class level requirements of the scholarship position for which you are applying.

**To apply online:** [hsinp@osec.usda.gov](mailto:hsinp@osec.usda.gov), and attached the following:

- Resume
- Essays
- Two Letters of Recommendation
- Unofficial Transcripts

**For more information, call:** (202) 720-6506.

**Website:** <http://www.hsi.usda.gov/Students/PSLS.htm>

**Success Story**

**Samantha Marin, Former PSLS Scholar, 2011**

This past summer I was an intern in the USDA headquarters building in the Office of Inspector General, Office of Investigations. With the help of the CSUF Cal State D.C. program I was able to network with a USDA representative who helped me and other students attain unpaid internships with the OIG. Mr. Ron Guillen also informed me about the USDA Public Service Leaders Scholarship Program, a paid internship and scholarship opportunity. I applied to the USDA PSLS program doubtful that I would even be accepted. It seemed like an unbelievable opportunity. Half way through my unpaid internship with the OIG I was offered the PSL Scholarship. As a recipient, the remainder of my graduate tuition will be paid for and I will also be guaranteed a position with the USDA upon the completion of my degree. During the upcoming summer I will complete internship hours and I will also be set up with travel and housing arrangements in D.C. Upon completing a Master's degree in Public Administration at Cal State Fullerton, I will be transitioned into a permanent position with the USDA, APHIS, Office of Civil Rights Enforcement and Compliance. I am very excited to have been given such a great opportunity with a reputable agency! In my internship experience with the USDA I have found agency employees to be very inviting and open to diversity. Having come from a low income family I am truly grateful for the scholarship and job opportunity!

## 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:** [info@capal.org](mailto:info@capal.org) or [scholarships@capal.org](mailto:scholarships@capal.org) or [applications@capal.org](mailto:applications@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:**

[Jessica.Castro@osec.usda.gov](mailto:Jessica.Castro@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:**

<http://www.hsi.usda.gov/Students/JAAP.htm>

**One City High School Internship Program (OCHSIP)**

The One City High School Internship Program (OCHSIP) is a program administered by the DC Department of Employment Services (DOES). This program is designed to provide District high school students with structured internship opportunities and mentoring relationships. Through OCHSIP, we strive to provide students with the opportunity to:

- Gain meaningful work experience through a paid internship;
- Learn and develop skills, attitudes, and commitment necessary to succeed in today’s world of work;
- Interact with dynamic working professionals in a positive work environment; and gain various professional exposure to different careers

**Eligibility:**

- 14 to 18 years old
- Enrolled in DC high schools
- A U.S. Citizen or a U.S. Permanent Resident
- A District of Columbia (DC) resident with valid DC identification and social security number.

- Completed 160 hours of community service
- GPA 2.5 or higher.
- Only students that meet the internship requirements will be accepted

**Deadlines or to apply:**

Check website: [www.youthjobs.dc.gov](http://www.youthjobs.dc.gov)

**For more information contact:** [youthjobs@dc.gov](mailto:youthjobs@dc.gov) or call at 202-698-3492.

**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](mailto:Admissions@thesca.org) or [oncampus@thesca.org](mailto: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.

**Deadlines or to apply:**

Check website: <http://www.youthjobs.dc.gov/>

**For more information contact:** [summerjobs@dc.gov](mailto:summerjobs@dc.gov) or call at 202-698-3492.

**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](mailto: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](http://www.WTCAC.org)

**For more information contact:** [WTCAC1@gmail.com](mailto:WTCAC1@gmail.com) or call at 715-821-0555.

**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](mailto: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](mailto: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](mailto:Veterans.EmploymentProgram@dm.usda.gov)

**Deadlines to apply:** Year-round

## Success Story

**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](mailto:disabilityemploymentprogram@dm.usda.gov).

### Success Story

#### 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](mailto:Theresa.Ridgewaya@ars.usda.gov)
- For the National Invasive Species Information Center: [Joyce.Bolton@ars.usda.gov](mailto:Joyce.Bolton@ars.usda.gov)
- For DigiTop, USDA's Digital Desktop Library: [Stan.Kosecki@ars.usda.gov](mailto:Stan.Kosecki@ars.usda.gov)

**Deadlines to apply:** Year-round

**Website:** [www.nal.usda.gov](http://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 at [stephanie.remick@chavezschools.org](mailto: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](mailto: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](http://www.fsis.usda.gov/careers/How_to_Indicate_Interest_VSP/index.asp)



**For general questions, contact:**

[FSISStudentjobs@fsis.usda.gov](mailto:FSISStudentjobs@fsis.usda.gov) or  
[christopher.baron@fsis.usdagov](mailto:christopher.baron@fsis.usdagov)

**Website:**

[http://www.fsis.usda.gov/Careers/Volunteer\\_Student\\_Program/index.asp](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](http://www.USAJOBS.gov) for a USDA Volunteer non-paid internship vacancy announcements.

**For general questions, contact:**

[USDA.Internships@dm.usda.gov](mailto:USDA.Internships@dm.usda.gov).

**Deadlines to apply:** Year-round

**Website:**

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

### **Law Student's Volunteer Program (LSVP)**

The USDA Law Student's Volunteer Program (LSVP) is an experiential program being offered to Law School students who are possibly interested in a career in public service, specifically working for the federal government. Here they can exercise their legal knowledge, skills and abilities through work on policy and administrative issues that affect the lives of everyday citizens. The LSVP is an externship and law students will receive academic credit from their schools at the end of their volunteer service with USDA. The LSVP is either a quarter or semester term commitment (*quarter - 3 months or semester - 6 months*). Many law schools and professional programs require their students to acquire public service experience for academic credit towards graduation. Since it is a graduation requirement students are encouraged to engage with federal agencies which for many students is as important as earning money.

**Eligibility:**

- Be a U.S. Citizen or Permanent Resident
- Must be pursuing law degree in an accredited university
- Sign a volunteer agreement
- Sign up for School internship or externship to receive credit
- Must meet the qualification standards of the non-pay position
- Must meet security clearance

**To apply or for general questions, contact:**

[USDA.Internships@dm.usda.gov](mailto:USDA.Internships@dm.usda.gov)

### **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](mailto:dswanson@nifa.usda.gov)

For general questions, contact: [Eboni.Wiggins@ars.usda.gov](mailto: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.

**Deadlines to apply:** Year-round

**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](mailto:scholarships@nophnrcse.org) or [linda.bouc@lin.usda.gov](mailto:linda.bouc@lin.usda.gov)

**Website:** [www.nrcs.usda.gov/feature/volunteers](http://www.nrcs.usda.gov/feature/volunteers)

## 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:**

[Scholarships@nophnrcse.org](mailto: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><b>LEARN about USDA Mission Areas</b> <a href="http://www.USDA.gov">www.USDA.gov</a></p>	<p>Agencies by Mission Area:</p> <ul style="list-style-type: none"> <li>• <b>Farm and Foreign Agricultural Services:</b> Farm Service Agency - <a href="http://www.fsa.usda.gov">www.fsa.usda.gov</a> Foreign Agriculture Service - <a href="http://www.fas.usda.gov">www.fas.usda.gov</a> Risk Management Agency- <a href="http://www.rma.usda.gov">www.rma.usda.gov</a></li> <li>• <b>Food, Nutrition and Consumer Services:</b> Center for Nutrition Policy and Promotion - <a href="http://www.cnpp.usda.gov">www.cnpp.usda.gov</a> Food and Nutrition Service - <a href="http://www.fns.usda.gov">http://www.fns.usda.gov</a></li> <li>• <b>Food Safety:</b> Food Safety and Inspection Service - <a href="http://www.fsis.usda.gov">www.fsis.usda.gov</a></li> <li>• <b>Marketing and Regulatory Programs:</b> Agricultural Marketing Service - <a href="http://www.ams.usda.gov">www.ams.usda.gov</a> Animal Plant Health Inspection Service - <a href="http://www.aphis.usda.gov">www.aphis.usda.gov</a> Grain Inspection, Packers, and Stockyards Administration - <a href="http://www.gipsa.usda.gov">www.gipsa.usda.gov</a></li> <li>• <b>Natural Resources and Environment:</b> Forest Service - <a href="http://www.fs.fed.us">www.fs.fed.us</a> Natural Resources Conservation Service - <a href="http://www.nrcs.usda.gov">www.nrcs.usda.gov</a></li> <li>• <b>Research, Economics, and Education:</b> Agricultural Research Service - <a href="http://www.ars.usda.gov">www.ars.usda.gov</a> Economic Research Service - <a href="http://www.ers.usda.gov">www.ers.usda.gov</a> National Agricultural Library - <a href="http://www.nal.usda.gov">www.nal.usda.gov</a> National Agricultural Statistics Service - <a href="http://www.nass.usda.gov">www.nass.usda.gov</a></li> <li>• <b>Rural Development:</b> <a href="http://www.rd.usda.gov">www.rd.usda.gov</a> Rural Business and Cooperative Programs Rural Housing Rural Utilities</li> </ul>
<p><b>SEARCH for USDA Vacancies</b> <a href="http://www.USDA.USAJobs.gov">www.USDA.USAJobs.gov</a></p>	<ul style="list-style-type: none"> <li>• Create a profile under "<b>My Account.</b>" The profile account is a security tool used by USAJOBS to ensure that information being submitted by applicants is maintained in a secure environment.</li> <li>• Create or upload resume.</li> <li>• Search for vacancy announcements and save them in your profile.</li> <li>• Review vacancy announcements for eligibility, qualifications, and closing dates and follow the instructions to apply.</li> <li>• Proceed to apply and complete the application.</li> <li>• Print a copy of your application for your records.</li> <li>• 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.</li> </ul>
<p><b>General Information and Resources</b></p>	<ul style="list-style-type: none"> <li>• For recruitment questions, contact the Department Student Employment Program Manager, Wendy Carrasco at <a href="mailto:USDA.Internships@dm.usda.gov">USDA.Internships@dm.usda.gov</a></li> <li>• For specific questions about Pathways Programs: <a href="mailto:Askusdapathways@dm.usda.gov">Askusdapathways@dm.usda.gov</a></li> <li>• Pay Level or General Scale (GS) levels for internships vary based on the position, and level of academic and related experience.</li> <li>• Pay Scale can be found at: <a href="http://www.OPM.gov">www.OPM.gov</a>, click on "<b>View Salary Tables</b>"</li> <li>• Most position announcements include the salary and GS level in the posting.</li> <li>• USDA Jobs through USAJobs.gov: <a href="http://www.USDA.USAJobs.gov">www.USDA.USAJobs.gov</a></li> <li>• USAStudentJobs.gov: <a href="http://www.studentjobs.gov">www.studentjobs.gov</a></li> <li>• Office of Personnel Management Website: <a href="http://www.opm.gov/employ/students/index.asp">http://www.opm.gov/employ/students/index.asp</a></li> </ul>

## VII. Student Employment Opportunities Point of Contacts

Agencies Programs			
Agency	Contact	Email	Phone
Department Management (DM)	Wenndy Carrasco <i>(Oversees the recruitment &amp; outreach aspects of the student programs)</i>	<a href="mailto:wenndy.carrasco@dm.usda.gov">wenndy.carrasco@dm.usda.gov</a>	202-260-8335
	Marcus Brownrigg <i>(Oversees Pathways Program Policy)</i>	<a href="mailto:marcus.brownrigg@dm.usda.gov">marcus.brownrigg@dm.usda.gov</a>	202-260-8724
	Carol Scott <i>(Oversees students training and development ONLY for Pathways)</i>	<a href="mailto:carol.scott@dm.usda.gov">carol.scott@dm.usda.gov</a>	202-504-8364
Farm and Foreign Agricultural Services (FFAS) Farm Services Agency Risk Management Agency Foreign Agriculture Service	Martha Gravagna <i>(Serves FSA, and AMS)</i>	<a href="mailto:Keisha.Jones@wdc.usda.gov">Keisha.Jones@wdc.usda.gov</a>	202-401-0228
	Greerie B. Lewis <i>(Serves AMS, APHIS, GIPSA and FAS)</i>	<a href="mailto:Geeriee.B.Lewis@aphis.usda.gov">Geeriee.B.Lewis@aphis.usda.gov</a>	301-851-2870
Food, Nutrition and Consumer Services Food and Nutrition Service Center for Nutrition Policy and Promotion	Maybelline Soto <i>(Serves FNS and CNPP)</i>	<a href="mailto:StudentProgram@fns.usda.gov">StudentProgram@fns.usda.gov</a>	703-305-2813
Food Safety Food Safety and Inspection Service	Robbie Terry Dwaynya (DeeDee) Goodson	<a href="mailto:fsisstudentjobs@fsis.usda.gov">fsisstudentjobs@fsis.usda.gov</a>	202-205-4284
Natural Resources and Environment (NRE) Forest Service Natural Resources Conservation Service	Sonia Montoya <i>(Serves FS)</i>	<a href="mailto:ssmontoya@fs.fed.us">ssmontoya@fs.fed.us</a>	505-563-9338
	Michelle Williams <i>(Serves NRCS and OEM)</i>	<a href="mailto:michelle.williams4@wdc.usda.gov">michelle.williams4@wdc.usda.gov</a>	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	Greerie B. Lewis <i>(Serves AMS, APHIS, GIPSA &amp; FAS)</i>	<a href="mailto:Geeriee.B.Lewis@aphis.usda.gov">Geeriee.B.Lewis@aphis.usda.gov</a>	301-851-2870
	Clifton Gilchrist <i>(serves as recruiter for student programs)</i>	<a href="mailto:clifton.gilchrist@ams.usda.gov">clifton.gilchrist@ams.usda.gov</a>	202-720-0583
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>	<a href="mailto:cathy.walker@ars.usda.gov">cathy.walker@ars.usda.gov</a>	301-504-4418
	Mary DeNardo <i>(Serves NASS)</i>	<a href="mailto:mary_denardo@nass.usda.gov">mary_denardo@nass.usda.gov</a>	202-720-4971
	Eboni Wiggins <i>(Serves NIFA)</i>	<a href="mailto:eboni.wiggins@ars.usda.gov">eboni.wiggins@ars.usda.gov</a>	301-504-1757
	Loretta Miller <i>(Serves ERS)</i>	<a href="mailto:erssummerinterns@ers.usda.gov">erssummerinterns@ers.usda.gov</a>	202-694-5379
Rural Development (RD)	Dominique Young <i>(serves as student coordinator)</i>	<a href="mailto:dominique.young@wdc.usda.gov">dominique.young@wdc.usda.gov</a>	202-692-0199
	Leopoldo Gomez <i>(serves as training coordinator)</i>	<a href="mailto:torrie.mitchel@wdc.usda.gov">torrie.mitchel@wdc.usda.gov</a>	202-720-0815
		<a href="mailto:leopoldo.gomez@wdc.usda.gov">leopoldo.gomez@wdc.usda.gov</a>	202-692-0223

Administrative Offices Programs			
Agency	Contact	Email	Phone
Office of the Inspector General	Arviet Thorpe	<a href="mailto:Arviet.thorpe@oig.usda.gov">Arviet.thorpe@oig.usda.gov</a>	202-720-6997
USDA Information Technology Internship Program (ITIP)	Margaret Smith	<a href="mailto:margaret.smith@ocio.usda.gov">margaret.smith@ocio.usda.gov</a>	202-694-5260
USDA National Appeal Division (NAD)	Steven Placek and Lisa Cunningham	<a href="mailto:steven.Placek@nad.usda.gov">steven.Placek@nad.usda.gov</a> ; <a href="mailto:lisa.Cunningham@nad.usda.gov">lisa.Cunningham@nad.usda.gov</a>	703-305-1153; 703-305-1158
USDA Workforce Recruitment Program (WRP)	Natalie Veeney	<a href="mailto:disabilityemploymentprogram@dm.usda.gov">disabilityemploymentprogram@dm.usda.gov</a>	202-260-8050
Office of Chief Financial Officer (OCFO)	Shandon Davis	<a href="mailto:Shandon.davis@nfc.usda.gov">Shandon.davis@nfc.usda.gov</a>	504 - 426-0340

Third Party Internship Providers (Contractors)			
Agency	Contact	Email	Phone
Conference on Asian Pacific American Leadership CAPAL programs (CAPAL)	Carmen Ye	<a href="mailto:scholarships@capal.org">scholarships@capal.org</a> <a href="mailto:info@capal.org">info@capal.org</a> <a href="mailto:applications@capal.org">applications@capal.org</a>	or or n/a
USDA HACU National Internship Program (HNIP)	Jessica Castro	<a href="mailto:jessica.castro@osec.usda.gov">jessica.castro@osec.usda.gov</a>	202-720-6506
Junior Agricultural Ambassador Program (JAAP)	Vladimir Diaz (FL & PR) Juan Alvarez (CA & WA) Ruby de La Garza (TX)	<a href="mailto:vladimir.diaz@osec.usda.gov">vladimir.diaz@osec.usda.gov</a> <a href="mailto:juan.alvarez@osec.usda.gov">juan.alvarez@osec.usda.gov</a> <a href="mailto:ruby.deLaGarza@osec.usda.gov">ruby.deLaGarza@osec.usda.gov</a>	305-237-8550 559-278-8311 956- 587-2656
Summer Youth Employment Program (SYEP)	Call to speak with a team member:	<a href="mailto:youthjobs@dc.gov">youthjobs@dc.gov</a>	202-698-3492
One City High School Internship Program (OCHISP)			
Student Conservation Association (SCA)	SCA partnership team: (Northeast, Great lakes, Southeast, Northwest, West)	<a href="mailto:admissions@thesca.org">admissions@thesca.org</a> or <a href="mailto:oncampus@thesca.org">oncampus@thesca.org</a>	603-543-1700
Washington Internships for Native Students (WINS)	Amy Morrill Bijeau	<a href="mailto:morrill@american.edu">morrill@american.edu</a>	202-895-4967
Vets to Feds Intern Program (V2F)	Roseal Fowlkes	<a href="mailto:Veterans.EmploymentProgram@dm.usda.gov">Veterans.EmploymentProgram@dm.usda.gov</a>	202-260-8375
VA, Vocational Rehabilitation & Employment (Non-Paid Work Experience) (VA-VRE)			
Wisconsin Tribal Conservation Advisory Council (WTCAC)	Jerry Thompson	<a href="mailto:wtcac1@gmail.com">wtcac1@gmail.com</a>	715-821-0555
The Washington Center	Nick Catanzaro	<a href="mailto:nick.catanzaro@twc.edu">nick.catanzaro@twc.edu</a>	202-238-7900 202-238-7995

## VIII. Frequently Asked Questions

### 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.

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**

### 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](mailto:USDA.internships@dm.usda.gov), or [Askusdapathways@dm.usda.gov](mailto: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](http://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](http://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 [www.usda.usajobs.gov](http://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. Notifications 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](http://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](http://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. 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.

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

Visit our website, [www.usda.gov](http://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>)

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**

**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](http://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.  
Come work for USDA!*

### Did you know?

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 (SEOs)  
Diversity, Recruitment, and Work/Life Division  
Office of Human Resources Management  
1400 Independence Avenue, S.W. – Room 17-W  
Washington, D.C. 20250

“USDA is an equal opportunity provider and employer.”