

USDA Student Employment Programs

FY 2012 Projections and Strategy

A. Projected Number of Student Employment Programs Positions in your Agency

Agency	Number of Student Employment Programs Positions	Location (Field or Headquarters)	Breakdown: USDA Student Employment Programs Type	Hiring Authority
			(SEEP = SCEP or STEP; Presidential Management Fellows Program=PMF; Third Party Internship Providers=WIN, HACU, SCA, SYEP, JobCorps, etc; or Volunteers=EarthTeam-NRCS or NIFA program)	Schedule B = SCEP or STEP; Schedule A = PMF; Volunteers and Third Party Internship Providers add the following code: V=volunteer or TPI=Third Party Internship Provider
Example: ARS	218	Both	STEP=100, SCEP=60 & PMF=20, HACU=10, SYEP=5, WIN=5, SCA=5, JobCorps=3, Volunteers=10	Schedule A, B, and Third Party Internship Providers (Party Internship Providers=WIN, HACU, SCA, SYEP, JobCorps, etc) and Volunteers (NIFA program)

B. Diversity Strategy Description

Description of Strategy for increasing diversity in your Student Pathways Programs:

Submit To: Wenndy Carrasco, Student Employment Program Manager at wenndy.carrasco@dm.usda.gov

Submit By: January 31, 2012

USDA Student Employment Programs

FY 2012 Standard Agency Student Employment Program Vacancy Announcement/Job Posting

C. Standard Agency Student Employment Program Vacancy Announcement/Job Posting

Information:

- Agencies vacancies announcements/job posting will be placed in the Student Portal (database) and a link directly to USAJobs.gov.
- The length of the vacancy announcement should be 1-2 pages maximum.
- It is recommended that “Internship” experience be a minimum of 6-8 weeks for part-time or full-time employment, anytime throughout the year, and during any semester (*winter, spring, summer and fall*).
- Applicants will apply directly to specific vacancies through the “Student Portal” (database) and
- Agencies will post vacancy announcements/job postings, review applications and make selections.

Agency Vacancy Announcement/Job Posting	
JOB NUMBER:	NAME OF AGENCY:
POSITION:	GRADE LEVEL:
SALARY:	No. OF HOURS:
LOCATION:	
MAJOR DUTIES: <i>(no more than 1000 words)</i>	
Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.	
<input type="checkbox"/> Access to public transportation <input type="checkbox"/> Vehicle Required <input type="checkbox"/> Security Clearance Required	
Skills: <i>(no more than 1000 words)</i>	
OPENING DATE:	
CLOSING DATE:	
POINT OF CONTACT <i>(Add phone and/or email):</i>	
NOTE: <i>(no more than 1000 words)</i>	

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