

# Career Opportunities Factsheet



- Internship Program
- Recent Graduates Program
- Presidential Management Fellows Program

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.

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

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

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

### 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: <http://www.youthjobs.dc.gov/>

For more information contact:

[Amanda.Poorkhodakaram2@dc.gov](mailto:Amanda.Poorkhodakaram2@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.

For more information: [recruitment@dm.usda.gov](mailto: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](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: Jerry Thompson and he can be reached at 715-821-0555 and his email address is [WTCAC1@gmail.com](mailto: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](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.

#### 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



## 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).



## 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 [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:

[Laura.Sepulveda@fsis.usda.gov](mailto:Laura.Sepulveda@fsis.usda.gov).

### 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.USAJOB.gov](http://www.USAJOB.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)

# Scholarships by Professional Organizations

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

NOPHNCSE 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@nophncse.org](mailto:Scholarships@nophncse.org).

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