

U.S. Department of Agriculture

Student Employment Programs

Pathway Opportunities for Students and Recent Graduates

Booklet



Join the USDA Team!

- Internships
- Scholarships
- Recent Graduates
- Fellowships
- Volunteers

“USDA is an equal opportunity provider and employer.”



Last revised 5/30/2012

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I. The U.S. Department of Agriculture

Mission Areas

The United States Department of Agriculture provides 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 Administrative Offices

| | |
|--|--|
| <ul style="list-style-type: none"> ▪ Farm and Foreign Agricultural Services (FFAS) <ul style="list-style-type: none"> • Farm Service Agency (<i>FSA</i>) • Foreign Agricultural Service (<i>FAS</i>) • Risk Management Agency (<i>RMA</i>) | <ul style="list-style-type: none"> ▪ Marketing and Regulatory Programs (MRP) <ul style="list-style-type: none"> • Agricultural Marketing Service (<i>AMS</i>) • Animal and Plant Health Inspection Service (<i>APHIS</i>) • Grain Inspection, Packers, and Stockyards Administration (<i>GIPSA</i>) |
| <ul style="list-style-type: none"> ▪ Food, Nutrition and Consumer Services (FNCS) <ul style="list-style-type: none"> • Center for Nutrition Policy and Promotion (<i>CNPP</i>) • Food and Nutrition Service (<i>FNS</i>) | <ul style="list-style-type: none"> ▪ Natural Resources and Environment (NRE) <ul style="list-style-type: none"> • Natural Resources Conservation Service (<i>NRCS</i>) • Forest Service (<i>FS</i>) |
| <ul style="list-style-type: none"> ▪ Food Safety (FS) <ul style="list-style-type: none"> • Food Safety and Inspection Service (<i>FSIS</i>) | <ul style="list-style-type: none"> ▪ Research, Education and Economics (REE) <ul style="list-style-type: none"> • Agricultural Research Service (<i>ARS</i>) • Economic Research Service (<i>ERS</i>) • National Agricultural Statistics Service (<i>NASS</i>) • National Institute of Food and Agriculture (<i>NIFA</i>) • National Agricultural Library (<i>NAL</i>) |
| <ul style="list-style-type: none"> ▪ Rural Development (RD) <ul style="list-style-type: none"> • Rural Business and Cooperative Programs (<i>RB</i>), Rural Housing (<i>RH</i>) and Rural Utilities (<i>RU</i>) | |

USDA Administrative Offices

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • Office of the Chief Information Officer (OCIO) • Office of the Chief Economics (OCE) • Office of Tribal Relations (OTR) • Office of the Executive Secretariat (OES) • National Appeals Division (NAD) | <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • Office of Budget and Program Analysis (OBPA) • Departmental Management • Office of Congressional Relations (OCR) • Office of the Chief Financial Officer (OCFO) • Office of Advocacy and Outreach (OAO) • Faith-based and Neighborhood Partnership (FBNP) |
|---|--|--|

II. Careers at USDA

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

Did you know that some folks don't think there is a future in agriculture because there are fewer farmers today? But in reality agriculture is much more than farming! There are many opportunities in the world of agriculture. Many of the higher paying jobs in agriculture require college degrees.

The U.S. Department of Agriculture (USDA) offers different pathways opportunities for students or recent graduates to work in the agricultural, science, technology, math, environmental, management, business and many other fields. USDA offers internships, scholarships, and fellowships opportunities to students and recent graduates to help them to excel in their chosen fields.

| Management | Agribusiness and Industry |
|---|---|
| Accounting/Auditing Budget Contracting/Procurement Criminal Justice Equal Opportunity Management/Program Analysis Personnel Management Public Affairs Computer Sciences | Agricultural Business Agricultural Commodities Crop Insurance Administration Crop Insurance Underwriting Economics Agricultural Extension Food Program Management International Trade Economics Loan Management/Finance |
| Science and Technology | |
| Agronomy Animal Sciences Archaeology Biological Sciences Biotechnology Chemist Engineering Food Inspection Food Technology Forestry | Geology/Hydrology Landscape Architecture Mathematics/Statistics Nutrition Plant Pathology/Physiology Soil Sciences/conservation Veterinary Medicine Wildlife Biology |



USDA Agencies

Office of Human Resource Management
Student Employment Opportunities

Mission Areas Acronyms

Farm and Foreign Agricultural Services

- FSA – Farm Service Agency
- FAS – Foreign Agricultural Service
- RMA – Risk Management Agency

Food, Nutrition, and Consumer Services

- FNS – Food and Nutrition Inspection

Marketing and Regulatory Programs

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

Natural Resources and Environment

- FS – Forest Service
- NRCS – Natural Resources Conservation Service

Research, Education and Economics

- ARS – Agricultural Research Service
- ERS – Economic Research Service
- NASS – National Agricultural Statistics Service
- NIFA – National Institute of Food and Agriculture

Rural Development

- RBS – Rural Business Cooperative
- RHS – Rural Housing Services
- RUS – Rural Utilities Services

Departmental Management

- OHRM – Office of Human Resource Management

Office of the Inspector General

- OIG – Office of the Inspector General

Office of the Chief Financial Officer

- NFC – National Finance Center

Careers

Management

| | FSA | FAS | RMA | FNS | FSIS | AMS | APHIS | GIPSA | FS | NRCS | ARS | ERS | NASS | NIFA | RBS | RHS | RUS | OHRM | OIG | NFC | |
|-----------------------------|-----|-----|-----|-----|------|-----|-------|-------|----|------|-----|-----|------|------|-----|-----|-----|------|-----|-----|--|
| Accounting/Auditing | * | | | * | * | * | * | * | * | * | * | * | * | | | * | | * | | | |
| Budget | * | | | * | * | * | * | * | * | * | * | * | * | | | * | | * | | | |
| Contracting/Procurement | * | | | * | * | * | * | * | * | * | * | * | * | | | * | | * | | | |
| Criminal Justice | | | | | | | | | | | | | | | | * | | | | | |
| Equal Opportunity | * | * | * | * | * | * | * | * | * | * | * | * | * | | | * | | * | | | |
| Management/Program Analysis | * | * | * | * | * | * | * | * | * | * | * | * | * | | | * | | * | | | |
| Personnel Management | * | * | * | * | * | * | * | * | * | * | * | * | * | | | * | | * | | | |
| Public Affairs | * | * | * | * | * | * | * | * | * | * | * | * | * | | | * | | * | | | |

Agribusiness and Industry

| | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|---|--|--|--|--|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|
| Agricultural Business | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Agricultural Commodities | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Crop Insurance Administration | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Crop Insurance Underwriting | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Economics | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Agricultural Extension | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Agricultural Management | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Agricultural Marketing | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Food Program Management | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| International Trade Economics | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Loan Management/Finance | * | | | | | * | * | * | * | * | * | * | * | | | | | | | | |

Science and Technology

| | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|---|--|--|--|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|
| Agronomy | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Animal Science | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Archaeology | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Biological Science | | | | | * | * | * | * | * | * | * | * | * | | | | | | | | |
| Chemistry | | | | | * | * | * | * | * | * | * | * | * | | | | | | | | |
| Computer Sciences | * | | | | * | * | * | * | * | * | * | * | * | | | | | | | | |
| Engineering | | | | | * | * | * | * | * | * | * | * | * | | | | | | | | |
| Food Inspection | | | | | * | * | * | * | * | * | * | * | * | | | | | | | | |
| Food Technology | | | | | * | * | * | * | * | * | * | * | * | | | | | | | | |
| Forestry | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Geology/Hydrology | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Landscape Architecture | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Mathematics/Statistics | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Nutrition | | | | | * | * | * | * | * | * | * | * | * | | | | | | | | |
| Plant Pathology/Physiology | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Soil Sciences/Conservation | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |
| Veterinary Medicine | | | | | * | * | * | * | * | * | * | * | * | | | | | | | | |
| Wildlife Biology | | | | | | * | * | * | * | * | * | * | * | | | | | | | | |

To apply for internship opportunities: <http://www.studentapplication.usda.gov>
To learn more about our internship opportunities: <http://www.dm.usda.gov/employ/student/index.htm>

III. Factsheet on Student Employment Programs

| Internship Program | | |
|--|---|---|
| The Internship Programs provide paid and unpaid work experience to students who are in high school or pursuing an undergraduate or graduate degree in an accredited college or university (including Home-Schooling, Certificate Programs and Community Colleges). Internships can be seasonal (Summer, Fall, Spring) or year round. | | |
| General Requirements | <ul style="list-style-type: none"> ▪ U.S. Citizen or U.S. Permanent Resident, ▪ At least 16 years of age, ▪ Enrolled or accepted for enrollment in school or vocational program, full or part time, and ▪ GPA of 2.0 or higher. | Deadlines to Apply |
| USDA Student Intern Program (SIP) | http://www.dm.usda.gov/employ/SIPIntro.htm | Jan/Mid Apr-Summer |
| USDA Junior Agricultural Ambassador Program | http://www.hsi.usda.gov/Students/JAAP.htm | March |
| USDA Wallace-Carver Internship Program (WCIP) | http://www.worldfoodprize.org/index.cfm?nodeID=25287 | Oct - Nov |
| USDA Information Technology Internship Program (ITIP) | http://www.ocio.usda.gov/intern/index.html | Jan-Mar |
| USDA Veterinary Student Employment Program (VSEP) | http://www.fsis.usda.gov/careers/Veterinary_Student_Employment_Program/index.asp | Fall |
| USDA National Agricultural Library (NAL) | http://nal.usda.gov/about/LIBRARY_INTERNSHIP.pdf | Year Round |
| USDA Workforce Recruitment Program (WRP) | https://wrp.gov/LoginPre.do?method=login | Fall |
| USDA International Agricultural Internship Program (IAIP) | http://www.fas.usda.gov/admin/student/iaip/index.asp | Mar-Fall Jul-Spring Nov-Summer |
| USDA Foreign Agriculture Summer Internship Program | http://www.fas.usda.gov/admin/student/program.asp | Feb |
| Third Party Internship Providers (Contractors) | | |
| Under the third party internship providers utilized at USDA, interns are not considered federal employees but contractors. These programs typically provide stipends for interns. | | Deadlines to Apply |
| Hispanic Association of Colleges and Universities (HACU) | http://www.hacu.net/hacu/HNIP.asp POC: Sandra Cortez - sandra.cortez@osec.usda.gov | Jun-Fall Oct/Feb-Summer |
| Washington Internship for Native Students (WINS) | http://www1.american.edu/wins/ POC: Amy Morrill Bijeau, morrill@american.edu | Feb |
| Student Conservation Association (SCA) | http://www.thesca.org/serve/internships POC: admissions@thesca.org or oncampus@thesca.org 1-603-543-1700 | Sept/Nov-Spring Feb/May-Summer Jul/Aug-Fall |
| D.C. Government Passport-to-Work Summer Youth Employment Program (GPWSYEP) | http://www.does.dc.gov/does/cwp/view,a,1232,q,638739.asp POC: Michelle Jordan - recruitment@dm.usda.gov | Feb-Mar |
| Conference on Asian Pacific American Leadership (CAPAL) | http://www.capal.org/programs/federal-internship-program/ POC: Christine Chen - info@capal.org | Feb |
| Job Corps | http://www.jobcorps.gov/home.aspx POC: National_Office@jobcorps.gov | - |
| YearUP | http://www.yearup.org/ | August/February |
| National Association for Equal Opportunity in Higher Education Internship Program (NAFEO) | http://www.nafeointernships.net/home.php | - |

Opportunities for Veterans

The Veterans Administration Vocational Rehabilitation & Employment (VA-RE) sponsored program that provides a source for veterans to gain non-paid work experience with the idea to train them and hire them after their training is over.

| | | |
|---|--|------------|
| VA, Vocational Rehabilitation & Employment (<i>Non-Paid Work Experience</i>) (VA-VRE) | POC: David Dissinger - David.dissinger@dm.usda.gov | Year-round |
|---|--|------------|

Scholarship Program

The Student Scholarship Program provides undergraduate or graduate students with various supports such as tuition assistance, internships, career development, leadership development, mentoring, and/or grants to support research studies.

| General Requirements | | Deadlines to Apply |
|--|---|--------------------|
| | <ul style="list-style-type: none"> ▪ U.S. Citizen or U.S. Permanent Resident, ▪ At least 16 years of age, ▪ Enrolled or accepted for enrollment in a college or university degree seeking program, full or part time, and ▪ GPA of 3.0 or higher. | |
| USDA/1890 National Scholars Program Contact: 1890init@usda.gov | http://www.usda.gov/wps/portal/usda/usdahome?contentonly=true&contentid=1890program.xml | Feb |
| USDA/1994 Tribal Scholars Program Contact: Lawrence.shorty@osec.usda.gov | http://webb.nmu.edu/Centers/NativeAmericanStudies/SiteSections/Resources/NAS/USDA_Tribal_Scholars_Program_Application_FY_2010.pdf | Feb |
| USDA/Public Service Leader Scholars Contact: Sandra.cortez@osec.usda.gov | http://www.hsi.usda.gov/Students/PSLS.htm | May |
| William Helms Scholarship Program Call for further information: (202) 690-4759. | http://www.aphis.usda.gov/plant_health/helms/index.shtml | Mar |
| USDA The Saul T. Wilson, Jr., Scholarship Program Call for further information: (202) 690-4759. | http://www.aphis.usda.gov/career_opportunities/student_programs.shtml | Mar |
| USDA Forest Service Chief's Scholars Program | Contact Lauren Marshall for details lemarshall@fs.fed.us | Dec |

Recent Graduates Program

The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who will have up to six years after degree completion to apply). Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program).

| General Requirements | | Deadlines to Apply |
|----------------------|--|--------------------|
| | <ul style="list-style-type: none"> ▪ Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, 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. | |

For job openings, please check with us after August of 2012.

Fellowship Program

Fellowship Programs are prestigious, competitive programs that support leadership development of recent graduates from graduate degree programs who have been pre-qualified, or recommended by a network of graduate schools.

| General Requirements | | Deadlines to Apply |
|----------------------|---|--------------------|
| | <ul style="list-style-type: none"> ▪ U.S. Citizen, ▪ GPA 3.0 or higher, ▪ Recently graduated from a graduate degree program, ▪ Nominated by your school dean, ▪ Pass online and in-person assessment, ▪ Accepted to the fellowship program, and ▪ Find a position within the Agency. | |

| | | |
|---|---|--------------------------------------|
| Presidential Management Fellowship Program (PMF) | http://www.pmf.gov/ | Oct |
| Congressional Hispanic Caucus Institute Fellowship Programs (CHCI-FP) | http://www.sc.nrcs.usda.gov/civil%20rights%20info/HEPMJayson_Mas/CHCI%202011%20Program%20Applications.pdf | Nov-Spring Feb-Summer Apr-Fall |
| USDA APHIS – Claudia Cartwright Fellowship | To obtain more information, please call at (202) 690-4759 or at (301) 734-7550 | April |

Volunteer Program

USDA offer volunteer opportunities for students and recent graduates who need professional work experience or academic credit.

| | | |
|---|--|--------------------------|
| General Requirements | <ul style="list-style-type: none"> ▪ 14 years of age or older, ▪ Interested in agricultural, management and business fields ▪ You can work part-time, evenings or weekends, and/or outdoors or in a local or field offices. | Deadline to Apply |
| NRCS Earth Team Volunteers (NRCSETV) | www.nrcs.usda.gov/feature/volunteers | Year Round |
| Dig into Rare and Special Collections Volunteer Experience (DRSCVE) | SpecialCollections@ars.usda.gov or 301-504-5876 | Year-around |

| | |
|---------------------------|---|
| Department Contact | Wenndy Carrasco, <small>M.P.A.</small> Student Employment Program Manager Direct line: (202) 260-8335 E-mail at USDA.Internships@dm.usda.gov |
|---------------------------|---|

All internships programs are open to Veterans and Students with Disabilities.

IV. How to Apply to Student Internship Programs at USDA

| General Internship Facts | |
|--|---|
| Use all methods available to apply to USDA Student Employment Programs (SEPs) | |
| Student Portal Application Site | http://www.studentapplication.usda.gov |
| Applicant Guide | http://www.dm.usda.gov/employ/student/docs/USDA-DM-FINALApplicantGUIDE.pdf |
| Research each agency's internship announcements on their specific web page | www.USDA.gov |
| Search for USDA positions | www.USAJobs.com |
| For questions regarding how to apply | USDA.Internships@dm.usda.gov |
| Student Portal Application Site Method | |
| 1. Go to www.dm.usda.gov/employ/student/index.htm and click on "USDA Internship Program" under "USDA Offer" | |
| 2. Click on "Student Intern Program (SIP)" located under "Internship Program Information" | |
| 3. Under the section "Internship Program Information" click on the "Application Guide" for instructions on how to apply | |
| 4. Click on "Apply Now" and complete the application | |
| Note: | |
| <ul style="list-style-type: none"> • Once in the application, you will create a profile account and submit your application into our database. • The profile account is a security tool that is used by our USDA Student Employment Program to ensure that information being submitted by applicants is maintained in a secure environment. Additionally, once a student creates a profile account with USDA, they can use this account to revisit their current application, make changes, update and access archived applications for re-submission. By setting your profile account requirement in order to apply using the Student Portal Application Site, USDA is keeping your personal information safe and only accessible | |

by the person creating the account.

- USDA Hiring Managers and Student Employment Program Coordinators will review the applications in the data base. Additionally, our staff will review and forward your application to an agency in which you are interested or that may be interested in you.

Once your application is in our database, recruiters, hiring managers and internship coordinators will have the ability to search the data base on the following criteria:

- Area of Interest
- Academic Major
- Location
- Academic Level
- Internship Session
- Application Status
- Affinity Groups

USDA Departmental Management Website Method

1. Go to www.dm.usda.gov/employ/student/index.htm and click on “USDA Internship Program” under “USDA Offer”
2. Click on “Student Intern Program (SIP)” located under “Internship Program Information”
3. Scroll down to view all the different “Internship Programs.” USDA offers diverse opportunities for Students with Disabilities, for Student Veterans or Spouses of Veterans, for Students under any Affinity Groups Internship Program (Paid or Unpaid work experience) and more
4. Select your choice by clicking the internship program link of choice

USDA Website- Agency Specific Application Method

5. Go to www.USDA.gov and click on “Educators and Students” under “Information for”
6. Click on “Internships and Scholarships” located under “Related Topics”
7. Click the heading “Internship Programs”
8. Select the Specific Agency under “Related Topics” and search each agency’s website for internship postings. Follow the agency specific instructions for applying for the position and apply.

USAJobs.gov Method

1. Go to www.usajobs.com and click on “Students and Recent Graduates”
2. Type in “USDA” as a keyword
3. Type in the city, state or zip code where you would like to work
4. Browse the available positions, note closing dates, follow directions for applying to the position and apply.

General Internship Facts

- Pay Level – or General Scale (GS) levels for internships vary based on the position, level of experience, and college level.
- Pay Scale can be found at: www.OPM.gov, click on “View Salary Tables”
- Most position announcements include the salary and GS level in the posting.

V. Professional Organizations Scholarships

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

The National Organization of Professional Hispanic Natural Resources Conservation Service Employees (NOPHNRCE) awards academic scholarships to 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. They also offers three special funds (\$1,000 each) established by notable members and their families to encourage new generations of Hispanics to pursue careers in Agriculture and Natural Resources Conservation. The eligibility criteria are as follow:

- **Martha Guerra-Arteaga Scholarship:** established for a female student with a major in Public Affairs, Communications or Natural Resources Conservation.
- **Remides-Coronado Scholarship:** established for a student from the Southwestern part of the United States with a major in Agriculture or Natural Resources Conservation.
- **Ray T. Margo Scholarship:** established for an incoming Junior or Senior student pursuing a major in Range Management.

| | | |
|--|---|----------------------------------|
| <p>General Requirements</p> | <p>Student Eligibility Requirements:</p> <ul style="list-style-type: none"> ▪ 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. ▪ Submit completed application form and requested documentation. | <p>Deadlines to Apply</p> |
| <p>For more information please contact: Amanda N. Hasemeier Scholarships@nophnrcse.org Office: 717-237-2236</p> | <p>http://www.nophnrcse.org</p> | <p>Oct</p> |

VI. Agency Student Employment Programs Managers

USDA Federal Internships Contacts

| Agency | Contact | Email | Phone |
|--|---|---|--------------|
| Departmental Management (DM) | Wenndy Carrasco (Oversees Student Programs, Recruitment, Outreach & Orientation) | wenndy.carrasco@dm.usda.gov | 202-720-0412 |
| | Nicole Smith (Process paperwork for DM interns only) | nicoleA.smith@dm.usda.gov | 301-504-4321 |
| | Carol Scott (Develop training for Student Programs ONLY) | carol.scott@dm.usda.gov | 202-260-8364 |
| Farm and Foreign Agricultural Services (FFAS) Farm Services Agency Risk Management Agency Foreign Agriculture Service | Keisha Valentine-Jones Serves FSA | keisha.jones@wdc.usda.gov | 202-401-0228 |
| | Carleen Dempsey Serves RMA | carleen.dempsey@kcc.usda.gov | 816-823-2003 |
| | Nikia Sizer (Serves FAS) | nikia.sizer@wdc.usda.gov | 202-401-0176 |
| Food, Nutrition and Consumer Services Food and Nutrition Service Center for Nutrition Policy and Promotion | Joanie Dilone Serves FNS and CNPP | FNSOpportunities@fns.usda.gov | 703-305-2463 |
| Food Safety Food Safety and Inspection Service | Laura Sepulveda | fsisstudentjobs@fsis.usda.gov | 202-720-9401 |
| Natural Resources and Environment (NRE) Forest Service Natural Resources Conservation Service | Julie Ortiz/Laura Medina (Serves FS)/ | julieortiz@fs.fed.us or lauramedina@fs.fed.us . | 505-563-9262 |
| | Tanya Robles Serves NRCS and OEM | tanya.robles@wdc.usda.gov | 202-720-0768 |
| Marketing and Regulatory Programs (MRP) Agricultural Marketing Service; Animal and Plant Health Inspection Service; Grain Inspection, Packers, and Stockyards Administration | Heidi Bock (Serves AMS, APHIS and GIPSA) | heidi.bock@aphis.usda.gov | 612-336-3343 |
| Research, Education and Economics (REE) Agricultural Research Service National Agricultural Statistics Service National Institute of Food and Agriculture Economic Research Service | Mary Weber | mary.weber@ars.usda.gov | 301-504-1397 |
| | Mary DeNardo | mary_denardo@nass.usda.gov | 202-720-4971 |
| | Eboni Wiggins | eboni.wiggins@ars.usda.gov | 301-504-1757 |
| | Loretta Miller | erssummerinterns@ers.usda.gov v | 202-694-5379 |
| Rural Development (RD) | Leslie McBroom | leslie.mcbroom@wdc.usda.gov | 202-692-0199 |

USDA Scholarships and Administrative Offices Internship Programs POCs

| | | | |
|--|--------------------------------|--|--------------|
| USDA 1890 National Scholars | Brittini Brown Shirley Hill | brittini.brown@osec.usda.gov Shirley.hill@osec.usda.gov | 256-372-5417 |
| USDA 1994 National Scholars | Lawrence Shorty | lawrence.shorty@osec.usda.gov | 202-720-7265 |
| Office of the Inspector General | Candace Samuels | candace.samuels@oig.usda.gov | 202-720-7538 |
| Office of Chief Information Officer (OCIO) | Margaret Smith | margaret.smith@ocio.usda.gov | 202-694-5260 |
| Workforce Recruitment Program (WRP) | Alison Levy or Wendy Carrasco | alison.levy@dm.usda.gov or wendy.carrasco@dm.usda.gov | 202-260-8335 |
| Public Service Leaders Scholar (PSLS) | Sandra Cortez | sandra.cortez@osec.usda.gov | 202-692-0198 |
| Wallace-Carver Internship Program (WCIP) | Carol Scott | carol.scott@dm.usda.gov | 202-260-8364 |

Third Party Internship Providers POCs

| Agency | Contact | Email | Phone |
|---|--|---|-------------------------------------|
| Washington Internships for Native Students (WINS) | Amy Morrill Bijeau | morrill@american.edu | 202-895-4967 |
| USDA HACU National Internship Program | Sandra Cortez | sandra.cortez@osec.usda.gov | 202-720-6506 |
| Conference on Asian Pacific American Leadership CAPAL programs (CAPAL) | Christine Chen | scholarships@capal.org or info@capal.org | |
| National Association for Equal Opportunity in Higher Education Internship Program (NAFEO) | Wendy Carrasco | wendy.carrasco@dm.usda.gov | 202-260-8335 |
| D.C. Passport-to-Work Summer Youth Program (SYEP) | Michelle Jordan | recruitment@dm.usda.gov | |
| JobCorps | National Office or DC JobCorp | national_Office@jobcorps.gov | 202-693-3000, or 202-574-5000 |
| VA, Vocational Rehabilitation & Employment (Non-Paid Work Experience) (VA-VRE) | David Dissinger | david.dissinger@dm.usda.gov | |
| Student Veterans of America (SVA) | Matthew Ferger | mferger@sva.org | 1-(866) 320-3826 |
| Student Conservation Association (SCA) | SCA partnership team: (Northeast, Great lakes, Southeast, Northwest, West) | admissions@thesca.org or oncampus@thesca.org | 1-603-543-1700 |

VII. Linking Students to USDA Resources

| Resource | Web Address |
|--|--|
| USDA Career website: | <ul style="list-style-type: none"> • http://www.usda.gov/internships_scholarships.xml. |
| USDA Internship Program Email Account (for inquiries): | <ul style="list-style-type: none"> • USDA.Internships@dm.usda.gov |
| OHRM Career site: | <ul style="list-style-type: none"> • http://www.dm.usda.gov/employ/SIPIntro.htm |
| USDA Careers with a Difference: | <ul style="list-style-type: none"> • http://www.ars.usda.gov/is/video/vnr/usdacareers.htm |
| USDA Academy site: | <ul style="list-style-type: none"> • http://www.usda-academy.com |
| USDA Mission Areas Career sites: | <ul style="list-style-type: none"> • Agricultural Marketing Service http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateC&navID=Opportunity&topNav=Opportunity&page=Opportunities&acct=AMSPW • Animal Plant Health Inspection Service (http://www.aphis.usda.gov/career_opportunities/student_programs.shtml) • Center for Nutrition Policy and Promotion (http://www.cnpp.usda.gov/internships-otheropportunities.htm) • Economic Research Service (http://www.ers.usda.gov/AboutERS/Employment/) • Farm Service Agency (http://www.fsa.usda.gov/FSA/search?source=INTERNAL&navid=SEARCH&mode=simple&fromapp=hrdHomePage&mylang=&mystate=&q=internships&site=FSA_HRD) • Food and Nutrition Service (http://www.fns.usda.gov/hr/careers.htm) • Food Safety and Inspection Service (http://www.fsis.usda.gov/Careers/Fellowships_&_Internships/index.asp) • Forest Service (http://www.fs.fed.us/fsjobs/) • Foreign Agriculture Service (http://www.fas.usda.gov/admin/newjobs/fasjobs.asp) • National Agricultural Library (http://www.nal.usda.gov/about/LIBRARY_INTERNSHIP.pdf) • National Agricultural Statistics Service (http://www.nass.usda.gov/Contact_Us/Opportunities/index.asp) • Natural Resources Conservation Service (http://www.nrcs.usda.gov/about/employment.html) • Risk Management Agency (http://www.rma.usda.gov/aboutrma/opportunities/jobs.html) • Rural Development (http://www.google syndicated search.com/u/RD?q=internships) |
| USAStudentJobs.gov: | <ul style="list-style-type: none"> • http://www.studentjobs.gov/ |
| Office of Personnel Management Website: | <ul style="list-style-type: none"> • http://www.opm.gov/employ/students/index.asp |
| USAJOBS: | <ul style="list-style-type: none"> • http://www.usajobs.opm.gov/ |

VIII. Frequently Asked Questions

1. Who qualifies to apply for the [Internship Program](#)?

A student who is: a U.S. Citizen or U.S. Permanent Resident or otherwise authorized to be employed; at least 16 years of age; currently enrolled or accepted for future enrollment in an accredited school/vocational/home-schooled program; available for full-time or part-time work; has a G.P.A. of 2.0 or higher; and meets the requirements of a vacancy.

2. Who qualifies to apply for the [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 [Presidential Management Fellows \(PMF\) Program](#)?

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

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

If someone has just graduated from a degree program and has not yet applied to another school, the person will not qualify for an internship position. In order to qualify, the applicant must be currently enrolled in a degree or certificate program and/or have been accepted to another program. A student enrolled in GED courses and pursuing a GED diploma meets the definition of student. We strongly recommend graduates to apply to the recent graduates program. The recent graduates program will be implemented soon. For more information send an email to wenndy.carrasco@dm.usda.gov.

5. Are the internships for the summer only?

In most cases, yes, however, some USDA internship opportunities are available throughout the year. Each agency has its own hiring criteria and deadlines. If an applicant is interested in learning more about internship opportunities, he or she should contact the Agency Student Employment Program Coordinator (SEPC) directly (see page 11-12 for list of contacts).

6. What is the deadline to apply for an internship and when should I expect to hear the results?

Applications for summer internships are accepted each year beginning the last week of January through the last week of April for the "Student Intern Program" only. Notification of placements is made between mid-April and mid-May of each year. Orientation day starts in mid-June for headquarter interns, and orientation for field interns starts on their first day of work. For other internship programs or scholarship program, see page 8-9 for details.

7. 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 simply a pay-scale. As such, pay scales for internships vary based on the

position, level of experience, and educational level achieved. The Federal Government Pay Scale can be found at: www.OPM.gov, click on "View Salaries and Wages".

8. How long are the summer internships?

The 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 generally negotiated on a case-by-case basis with the hiring manager.

9. How many interns will USDA hire?

USDA usually hires between 5,000 and 8,500 students annually nationwide. This number varies each year by Agency and is based on internship needs and funding availability.

10. Where are the internships located?

Internship 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.

11. Where do I look to learn more about the different USDA agencies?

There are several options, including, but not limited to the home page located at: www.usda.gov. Scroll down until you see "Mission Areas and Offices" From here you may select from our 17 agencies and 16 offices or select the 7 mission areas links. Or you may click each link from the "Linking Applicants to USDA Factsheet" to search the agency for which you may be interested.

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

Students with diverse majors and interests are sought after by USDA agencies even for work on the Sustainability Initiative. Sustainability of programs and initiatives could be a part of an internship experience. However, those with Sustainability Studies Majors discover ways to take advantage of the earth's natural resources while simultaneously protecting them for use by future generations. The major is a combination of ideas and methods from a variety of disciplines, such as the sciences, social sciences, and humanities. Your course work most likely covered subjects ranging from ecology and natural resources to landscape architecture and urban planning to economics, sociology, and anthropology. As such, agencies focused on the balance between economic growth and conservation, environmental policies, and ethics would most likely be found in 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.

13. 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 can apply for any internship opportunity offered through the Agricultural Research Service, Forest Service, National Institute of Food and Agriculture, Natural Resources Conservation Service and Animal Plant Health Inspection Service.

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

If you apply using the "Student Portal Application Site" at www.studentapplication.usda.gov, your application will remain current until you are hired or for 6 months after you submit your application. You will also receive an e-mail message alerting you that your application is about to expire. At this time, you can log-in and update your application for the next session.

15. Regarding the application process, what can I expect after I apply? How long will it be before I get notified that I have been accepted?

Once your application is submitted to our database, USDA recruiters, hiring managers and student employment program coordinators (SEPC) will have the ability to search the database using the following criteria: Area of Interest, Location, Academic Level, Application Status, Affinity Groups, Academic Major and Internship Session. If your application is selected, you will be contacted directly by the agency representative. It usually takes 2 to 3 weeks for you to be notified that your application has been accepted and that you will be asked to interview. If you haven't heard back and it's been 3 weeks, contact the Agency SEPC POC to inquire about your application. For list of Agency SEPC POCs, see page 11-12.

16. What work schedule can I be expect as an Intern?

Your work schedule will depend on the position and agency need. The hiring manager and you will have a mutually agreed upon work schedule, to include hours, days and start and end dates.

17. Do I have to write an essay?

No, essays are not required, but a complete online application is required to compete for the internship, recent graduates program or fellowship programs.

18. What happens in the Program Completion and Conversion process?

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. To be eligible for conversion, Interns must:

- Complete at least 640 hours of work experience acquired through the Internship Program.
- Complete their 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, and
- 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 intern providers may count up to 320 of the hours they work toward the 640 hour requirement.
- Time spent under previous Internship Program appointments may count towards required work experience hours.

19. 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.

20. What happens after the completion of the recent graduate 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.

21. What about English Language proficiency?

Successful candidates for internships, recent graduates and fellowships will possess skills in listening, reading, speaking and writing in English. Listening is measured by the ability to process, understand, interpret, and evaluate spoken language in a variety of situations. Reading takes into consideration the processing, interpretation, and evaluation of written language, symbols, and text with understanding and fluency. Speaking engages a student in verbal communications in a variety of situations for a variety of purposes and audiences. Written proficiency engages one in written communication in a number of situations for a variety of purposes and audiences. It is recommended that applicants are able to write comprehensively in English as an intern.



United States Department of Agriculture
1400 Independence Avenue, S.W.
Student Employment Opportunities - Room 11-W
South Building 3912
Washington, D.C. 20250

"USDA is an equal opportunity provider and employer."