Introduction
Welcome to the U.S. Department of Agriculture (USDA) Student Employment Programs Webinar. USDA provides leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management.

USDA has:
- 16 Offices
- 7 Mission Areas
- 17 Agencies

USDA understand the importance of making sure that information about the USDA Student Employment Programs and the Application process is provided to interested participants like you on this webinar. This effort compliments the Secretary’s Cultural Transformation initiative that began last year in early falls. Cultural Transformation is the process of creating a workplace where all employees and customers are treated with dignity and respect, and provided the opportunity for success. Part of the transformation and diversity initiative at USDA is to establish a few more efforts in recruiting diverse and talented individuals by centralizing efforts to provide a better service for our internship program because a coordinated intern program benefits all USDA agencies, students and supervisors. We, at USDA are working hard to ensure our work force reflects the population of the constituents we serve in all dimensions.

USDA is a great place to work for is the third largest federal agency over 125K employees. USDA offers internships, scholarships, and fellowship opportunities.

At USDA, we offer:
- 17 Internship programs
- 5 Scholarships programs
- 1 Recent Graduate program
- 2 Fellowship programs
## Application Process

### General Internship Facts

**Use all methods available to apply to USDA student internships**

- [www.USDA.gov](http://www.USDA.gov) – Research each agency’s internship announcements on their specific web page
- [www.USAJobs.com](http://www.USAJobs.com) – Search for USDA positions
- USDA.Internships@dm.usda.gov – For questions regarding how to apply

### One-Stop, Common Application Method

1. Go to [www.USDA.gov](http://www.USDA.gov) and click on “Educators and Students” under “Information for”
2. Click on “Internships and Scholarships” located under “Related Topics”
3. Under the section “Internship Programs” click on the Application Guide for instructions on how to apply
4. Click on “Apply Now” and complete the application

**Note:**
- Once in the application, you will create a Level 1 e-authentication account and submit your application into our database.
- E-authentication is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment. Additionally, once a student creates an e-authentication account with USDA, they can use this account to revisit their current application, make changes, update and access archived applications for re-submission. By providing an e-authentication requirement in order to apply using the One-Stop Application, USDA is keeping your personal information safe and only accessible by the person creating the account.
- USDA Hiring Managers and Student Intern Coordinators will review the applications in the database. 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 database on the following criteria:

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

### Affinity Groups

### Agency Specific Application Method (If you know for which agency you would like to work)

1. Go to [www.USDA.gov](http://www.USDA.gov) and click on “Educators and Students” under “Information for”
2. Click on “Internships and Scholarships” located under “Related Topics”
3. Click the heading “Internship Programs”
4. 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 Method

1. Go to [www.usajobs.com](http://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](http://www.OPM.gov), click on “View Salary Tables”
- Most position announcements include the salary and GS level in the posting.
1. **Can we have this presentation after the webinar finish?**
   Absolutely, you will have the presentation two weeks after the webinar along with other materials to assist you with your application. This will include: PP presentation, Agencies POCs for student programs, applicant guide and student booklet.

2. **What opportunities USDA offer for students?**
   USDA is a great place to work for is the third largest federal agency over 125K employees.
   USDA offers internships, scholarships, and fellowship opportunities. At USDA, we offer:
   a. 17 Internship programs
   b. 5 Scholarships programs
   c. 1 Recent Graduate program
   d. 2 Fellowship programs

The following are the USDA Student Employment Programs:

<table>
<thead>
<tr>
<th>Internship Program (IP)</th>
<th>General Requirements</th>
<th>Deadlines to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA Summer Internship Program (SIP)</td>
<td>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.</td>
<td><a href="http://www.dm.usda.gov/employ/SIPIntro.htm">http://www.dm.usda.gov/employ/SIPIntro.htm</a></td>
</tr>
<tr>
<td>USDA Junior Agricultural Ambassador Program</td>
<td></td>
<td><a href="http://www.hsi.usda.gov/Students/JAAP.htm">http://www.hsi.usda.gov/Students/JAAP.htm</a></td>
</tr>
<tr>
<td>USDA Wallace-Carver Internship Program (WCIP)</td>
<td></td>
<td><a href="http://www.worldfoodprize.org/index.cfm?nodeID=25287">http://www.worldfoodprize.org/index.cfm?nodeID=25287</a></td>
</tr>
<tr>
<td>USDA Information Technology Internship Program (ITIP)</td>
<td></td>
<td><a href="http://www.ocio.usda.gov/intern/index.html">http://www.ocio.usda.gov/intern/index.html</a></td>
</tr>
<tr>
<td>USDA Veterinary Student Employment Program (VSEP)</td>
<td></td>
<td><a href="http://www.fsis.usda.gov/careers/Veterinary_Student_Employment_Program/index.asp">http://www.fsis.usda.gov/careers/Veterinary_Student_Employment_Program/index.asp</a></td>
</tr>
<tr>
<td>USDA National Agricultural Library (NAL)</td>
<td></td>
<td><a href="http://nal.usda.gov/about/LIBRARY_INTERNSHIP.pdf">http://nal.usda.gov/about/LIBRARY_INTERNSHIP.pdf</a></td>
</tr>
<tr>
<td>USDA Workforce Recruitment Program (WRP)</td>
<td></td>
<td><a href="https://wrp.gov/LoginPre.do?method=login">https://wrp.gov/LoginPre.do?method=login</a></td>
</tr>
<tr>
<td>USDA International Agricultural Internship Program (IAIP)</td>
<td></td>
<td><a href="http://www.fas.usda.gov/admin/student/iaip/index.asp">http://www.fas.usda.gov/admin/student/iaip/index.asp</a></td>
</tr>
<tr>
<td>USDA Foreign Agriculture Summer Internship Program</td>
<td></td>
<td><a href="http://www.fas.usda.gov/admin/student/program.asp">http://www.fas.usda.gov/admin/student/program.asp</a></td>
</tr>
<tr>
<td>USDA Borlaug-Ruan International Internship Program (BRIP)</td>
<td></td>
<td><a href="http://www.worldfoodprize.org/en/youth_programs/borlaugruan_international_internship/">http://www.worldfoodprize.org/en/youth_programs/borlaugruan_international_internship/</a></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Website</th>
<th>Deadlines to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic Association of Colleges and Universities (HACU)</td>
<td><a href="http://www.hacu.net/hacu/HNIP.asp">http://www.hacu.net/hacu/HNIP.asp</a></td>
<td>Jun-Fall, Oct/Feb-Summer</td>
</tr>
<tr>
<td>Washington Internship for Native Students (WINS)</td>
<td><a href="http://www1.american.edu/wins/">http://www1.american.edu/wins/</a></td>
<td>Feb</td>
</tr>
<tr>
<td>Student Conservation Association (SCA)</td>
<td><a href="http://www.thesca.org/serve/internships">http://www.thesca.org/serve/internships</a></td>
<td>Sept/Nov-Spring, Feb/May-Summer, Jul/Aug-Fall</td>
</tr>
<tr>
<td>D.C. Government Passport-to-Work Summer Youth Employment Program (GPWSYEP)</td>
<td><a href="http://www.does.dc.gov/does/cwp/view,a,1232,q.638739.asp">http://www.does.dc.gov/does/cwp/view,a,1232,q.638739.asp</a></td>
<td>Feb-Mar</td>
</tr>
<tr>
<td>Job Corps</td>
<td><a href="http://www.jobcorps.gov/home.aspx">http://www.jobcorps.gov/home.aspx</a></td>
<td>-</td>
</tr>
<tr>
<td>YearUP</td>
<td><a href="http://www.yearup.org/">http://www.yearup.org/</a></td>
<td>Jul</td>
</tr>
</tbody>
</table>

### Scholarship Program (SP)

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**
- 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Website</th>
<th>Deadlines to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA/1994 Tribal Scholars Program</td>
<td><a href="http://webb.nmu.edu/Centers/NativeAmericanStudies/SiteSections/Resources/NAS/USDA_Tribal_Scholars_Program_Application_FY_2010.pdf">http://webb.nmu.edu/Centers/NativeAmericanStudies/SiteSections/Resources/NAS/USDA_Tribal_Scholars_Program_Application_FY_2010.pdf</a></td>
<td>Feb</td>
</tr>
<tr>
<td>USDA/Public Service Leader Scholars Program</td>
<td><a href="http://www.hsi.usda.gov/Students/PSLS.htm">http://www.hsi.usda.gov/Students/PSLS.htm</a></td>
<td>May</td>
</tr>
</tbody>
</table>

### Fellowship Program (FP)
3. **How many field offices are in the Forest Service Agency? Was 2900 or 29,000 field offices?**
   2900

4. **What if I don’t mind the location to do my internship? Can I go anywhere?**
   Yes, as an applicant, you determine which area you want to work, in the field office or in the headquarters area. We suggest you keep an open mind because sometimes an opportunity to advance in your career could be hidden in a field office or headquarters area.

5. **When is the due date for the student application?**
   For the general student employment year round internship program stars as follow:
   a. November to February for Summer
   b. August to October for Winter and Spring
   c. May to August for Fall

6. **Can we listen in on this presentation tomorrow to hear the sections that experienced technical difficulties today?**
   Yes, you can. But in case you were unable to sign in, we will be conducting three more sessions on February 7, 8 and 9. We suggest you check back in February to sign up for either session.

7. **What about Food and Nutrition Services?**
   We suggest you contact, the FNS student employment program manager Joanie Dilone at 703-305-2463 or FNSOpportunities@fns.usda.gov or joanie.dilone@fns.usda.gov. When contacting the program manager, ask if FNS has open internship positions with this series:
   a. 0630 - Dietician & Nutritionist – Student Trainee
   b. 0696 - Consumer Safety – Student Trainee
   c. 1101 - General Business And Industry – Student Trainee
   d. 0401 - Gen Biological Sciences – Student Trainee
8. Why was there a drop in the number of interns in the recent years?
One of the reasons for the drop on hires for the internship program this year was because of Congress cut our budget, consequently, the budget was cut throughout the 17 agencies.

9. Is there a way to save this PP presentation to my computer?
No, during the webinar, but you will get a copy two weeks after the webinars along with the student employment program booklet and other materials to assist you with the application process.

10. What are the requirements to get an internship spot?
   a. U.S. Citizen or U.S. Permanent Resident,
   b. At least 16 years of age,
   c. Enrolled or accepted for enrollment in school or vocational program, full or part time, and
   d. GPA of 2.0 or higher.

11. Are there multiple opportunities for students of civil engineering internships?
Yes, there are many opportunities for Civil Engineers with the Forest Service (FS). We suggest you contact the Student Employment program manager Julie Ortiz at jlieortiz@fs.fed.us or the Hispanic Employment Program manager Pedro Nieto at pedro.nieto@fs.fed.us or at 202-205-0999.

   Also, there are many opportunities at NRCS for civil engineers - Each state and territory has opportunities. For more information on NRCS opportunities, please contact the student employment program manager Tanya Robles at Tanya.Robles@wdc.usda.gov.

12. Where can you find where all of the offices are located (like field offices?)
   For FS: http://www.fs.fed.us/contactus/regions.shtml
   For ARS: http://www.ars.usda.gov/pandp/locations.htm
   For NRCS: http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/contact/local

13. Can we easily navigate to other positions once we are employed by -USDA?
   Yes, remember that the hard part is to get hire. Once you get accepted and hire into a permanent position, it gets easier to navigate and learn about other opportunities at USDA to further your career.

14. Can I apply for internship even if I graduate on May?
No, you won’t qualify. In order to qualify for an internship opportunity, you must be enrolled in school, 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.

As a recent graduate, you will qualify for the new USDA Recent Program and the USDA Fellows Program. Unfortunately, both programs are not available yet until further notice from the Office of Personnel Management (OPM).

15. Which section of the USDA can refer students to for Food Inspection Internships?
FSIS, we suggest you contact the student employment program manager, Laura Sepulveda at laura.se pulveda@fsis.usda.gov or 202-720-9401.

16. Is there a way I can receive college credits for the internship? Are there any particular steps that I need to take?
Yes, you can certainly receive college credit. When applying select the unpaid or volunteer internship option and then select credit.

17. I am planning to go to graduate school. Can I still apply for the internship for next summer?
No, unless you are already accepted into the graduate program. A letter of acceptance will be enough to justify and qualify for the internship program. If you are not accepted yet, then you will not be eligible to apply to the internship program. However, you can apply to the recent graduate program by fall of 2012.

18. Are there any food, nutrition, and consumer service offices in California?
Yes, contact the Food and Nutrition Service Sacramento Field Office (409). The address is:
- 801 "I" Street, Room 179
- Sacramento, CA 95814
- Office: 916-498-5790
- Fax: 916-498-6487

19. For the fellowships what sort of majors or grad programs is the USDA willing to sponsor?
If you have an undergraduate degree, you qualify for the USDA Fellows Program. If you have a Masters and/or a PhD’s degree, you will qualify for the Recent Graduate Program (remember this program is not available yet). You will certainly qualify for the Presidential Management Fellows Program but you will need to be nominated by your dean of your school. See below table for details about PMF.
20. I am a food science major and I’m curious what careers graduates of my major typically pursue at your agencies?
The ARS and FS have a diverse pool for the field of Biology, Entomology, and Science.

- To contact ARS student employment program manager or recruiter: Mary Weber at mary.weber@ars.usda.gov or Jenny Allen at jenny.allen@ars.usda.gov.
- To contact FS student employment program manager or recruiter: Julie Ortiz at jlieortiz@fs.fed.us or the Hispanic Employment Program manager Pedro Nieto at pedro.nieto@fs.fed.us or at 202-205-0999.

21. Can you apply for multiple agencies?
Yes, you can apply for multiple agencies.

22. Is there something for computer and web science?
The USDA Information Technology Intern Program will prepare exceptional men and women for careers in public service. The program provides an opportunity for undergraduate and graduate level students pursuing a bachelor degree or master degree with a major or minor in Information Technology, Computer Science, Computer Information Systems, Cyber Security, Geo-Spatial Information Systems, or other related IT programs to participate in challenging work assignments and formal training opportunities directly related to the intern’s academic program and career goals. Internships will occur during the summer and in some cases, will continue while the intern is attending college during the school year. These intern opportunities will be offered at USDA sites nationwide. The USDA will use this program to grow and sustain highly skilled and culturally diverse IT security and computer technology professionals to lead the USDA 21St century IT workforce. For more Information about the Program: visit and Become a member of http://www.usda-academy.com.

23. How much do FS use the PMF Program?
FS hired 15 into the program this year and has hired more than 80 using the PMF program in the past 5 years. The agency is trying to increase the use of this program to bring new leaders on board. Masters and PhD students from a range of disciplines as well as JD students are encouraged to apply. The application process for the class of 2012 begins in September 2011,
finalists will be announced in late January 2012, and fellowships will begin in the summer and fall of 2012. The Presidential Management Fellows (PMF)

24. What should I check off if my major is not listed in the application? My major in environmental policy.
If your major is not listed, choose other and explain. Or choose environmental.

25. How hard is it to get an internship spot?
The internship program is very competitive during the summer. USDA agencies received approximately 10,000+ applications throughout all our Mission Areas including the student portal. Last year USDA hired 6500+ interns. We are expected to hire about 5000 or more interns this year.

26. Are there any opportunities for Mechanical Engineers?
If you are pursuing a degree in mechanical engineering, you can apply to do an internship with the Agricultural Marketing Service (AMS), Forest Service (FS), Natural Resources Conservation Service (NRCS), Agricultural Research Service (ARS) and Rural Development (RD). To learn more about what qualifications are needed to apply for a mechanical engineering position, check the series number 0830.

27. Can I already send the email application to Laura Sepulveda?
Yes, you can send the application to Laura Sepulveda and ensure your application is also in our student portal.

28. I'm studying Chemical Engineering, heading to biochemical and biotechnology sciences... any specific division I should aim?
If you are pursuing a degree in chemical engineering, you can apply for an internship with the Food Safety and Inspection Service (FSIS), Agricultural Marketing Service (AMS), Forest Service (FS), Natural Resources Conservation Service (NRCS), and Agricultural Research Service (ARS). To learn more about what qualifications are needed to apply for a chemical engineering position, check the series number 0893.

29. How about nursing?
If you are pursuing a degree in nursing, you can apply for an internship with the Food Safety and Inspection Service (FSIS), Forest Service (FS), Agricultural Research Service (ARS), and Animal Plant and Health Inspection Service (APHIS). To learn more about what qualifications are needed to apply for a nursing position, check the series number 0610.
30. Is there any agency that offers spring session internships? For those who graduate this May?
   For food science graduate major. I know FSIS does not.
   Some agencies do hire interns during the spring session. The best way to find out is to contact
   the POC of each Agency Internship Program, see attached list of contacts.

31. I’m student of Industrial Biotechnology, which could be a good agency to apply?
   If you’re doing biotech, then Agricultural Research Service sounds like a good place for you.
   You can contact Jenny Allen: Jenny.Allen@ars.usda.gov.

32. Forest management?
   The Forest Service has over 40K employees (33 permanent) and within the next five years 45%
   will retire....talking about opportunities.

33. Am I mistaken did I hear there are spots available for landscape architects?
   Regarding landscape architects, NRCS usually hires landscape architects but unfortunately
   currently there are no opportunities available.

34. Are there paid summer internship opportunities in the forest service?
   Most of the position can start a GS 5-7-9 (step 1) with locality pay. The USDA benefit package
   is great.

35. I’m studying Chemical Engineering, heading to biochemical and biotechnology sciences...
    any specific division I should aim?
    The Agricultural Research Service (ARS) sounds like a good place for you. You can contact
    Jenny Allen: Jenny.Allen@ars.usda.gov.

36. Are there specific areas of expertise the USDA is looking for if interested in forest services?
    My major is Environmental Policy with a concentration in Environmental and Natural
    policy?
    www.USAJOBS.gov and WWW.AVUE.gov is a central key for applying for FS jobs.
    https://www.avuecentral.com/casting/aiportal/control/mainmenu

37. Is there an advantage for those who have worked before for the federal government (ex:
    dep of commerce?
    It all depends on the experience and the skills a hiring manager is looking for.

38. Are there any opening internship positions in Puerto Rico?
Please contact the Agency Student Employment Program Manager and ask if there are any opportunities in PR. See page 12 of the student booklet for complete list of POC Student Employment Programs.

39. Who do we send the pictures? What pictures? The ones for posting for the webinar.

If you were part of a group and took photos during your webinar session, please send the photos/picture to the Departmental Student Employment Program Manager, Wenndy Carrasco at wenndy.carrasco@dm.usda.gov.

40. The following are the presenters contact information:

a. Student Employment Programs and Application Process:
   i. Wenndy Carrasco
   ii. USDA.Internships@dm.usda.gov

b. FSIS Student Employment Program Manager:
   i. Laura Sepulveda, Student Recruiter
   ii. Laura.Sepulveda@fsis.usda.gov

c. ARS Student Employment Program Manager:
   i. Mary.Weber@ars.usda.gov

d. ARS Recruiter
   i. Jenny Allen
   ii. Jenny.Allen@ars.usda.gov

e. FS Student Employment Program Manager:
   i. Julie Ortiz: julieortiz@fs.fed.us

f. FS Recruiter:
   i. Pedro Nieto, pmnieto@fs.fed.us
   ii. Website: http://www.fs.fed.us/fsjobs/openings.shtml

g. Veteran Recruiter: Sonia Montoya: ssonia@fs.fed.us

h. MWSI Managers:
   i. Berlinda Baca: bbacasanchez@fs.fed.us and
   ii. Cindy Dominguez-Trujillo: cdomingueztrujillo@fs.fed.us
**Frequently Asked Questions**

1. **Who qualifies to apply for student internship positions?**
   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. **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.

3. **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 internship coordinator directly. These contact numbers may be found at: <link to the internship coordinators matrix?>

4. **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. 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.

5. **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](http://www.OPM.gov), click on “View Salaries and Wages”.
6. **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.

7. **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.

8. **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.

9. **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](http://www.usda.gov) and, in the top tab, select “Agencies and Offices.” From here you may select from our 17 agencies and 15 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.

10. **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 NRCS, NIFA, and Rural Development to name a few.

11. **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.

12. How long will my application be kept after I apply? Do I need to apply again after the summer for the fall or for next year?
If you apply using the One-Stop, Common application 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.

13. 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 internship coordinators 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, send an inquiry to USDAInternships@dm.usda.gov and an update will be provided to you.

14. 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.

15. Do I have to write an essay?
No, essays are not required.

16. What about English Language proficiency?
Successful candidates for internships 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.
U.S. Department of Agriculture

Student Employment Programs
Internship Opportunities

Join the USDA Team Now!

Webinar Nov 15, 16, & 17, 2011
Objectives

- To introduce you to USDA and the internships opportunities.
- To provide you with relevant information about the application process.
- To establish a relationship with your institutions and helping you apply to USDA’s internships program.

"USDA is an equal opportunity provider and employer."
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
## Agencies

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# Career by Educational Field

## USDA Agencies

**Office of Human Resource Management**

### Student Employment Opportunities

To apply for internship opportunities: [http://www.studentapplication.usda.gov](http://www.studentapplication.usda.gov)

For questions regarding internship opportunities: USDA.Internships@dm.usda.gov

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## Mission Areas Acronyms

- **FSA** – Farm Service Agency
- **FAS** – Foreign Agricultural Service
- **RMA** – Risk Management Agency
- **FNS** – Food and Nutrition Inspection
- **AMS** – Agricultural Marketing Service
- **APHIS** – Animal and Plant Health Inspection Service
- **GIPSA** – Grain Inspection, Packers and Stockyards Administration
- **FS** – Forest Service
- **NRCS** – Natural Resources Conservation Service
- **ARS** – Agricultural Research Service
- **ERS** – Economic Research Service
- **NASS** – National Agricultural Statistics Service
- **NIFA** – National Institute of Food and Agriculture
- **RBS** – Rural Business Cooperative
- **RHS** – Rural Housing Services
- **RUS** – Rural Utilities Services
- **OHRM** – Office of Human Resource Management
- **OIG** – Office of the Inspector General
- **NFC** – National Finance Center

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## Career Pathways by Educational Field

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<tr>
<td>Plant Pathology/Physiology</td>
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<tr>
<td>Soil Sciences/Conservation</td>
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<tr>
<td>Veterinary Medicine</td>
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<td>Wildlife Biology</td>
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</tr>
</tbody>
</table>

Revised on 3/19/2011
Internship Types
USDA has:

- 17 Internship Programs
- 5 Scholarship Programs
- 1 Recent Graduate Program  
  – COMING SOON
- 2 Fellowship Programs  
  - Presidential Fellowship Program (PMF)
- USDA Fellows Program  
  – COMING SOON

"USDA is an equal opportunity provider and employer."
**Internship Program (IP)**

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

- 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 for higher.

### Deadlines to Apply

<table>
<thead>
<tr>
<th>Program</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA Summer Internship Program (SIP)</td>
<td>Jan/Mid Apr-Summer</td>
</tr>
<tr>
<td>USDA Junior Agricultural Ambassador Program</td>
<td>May</td>
</tr>
<tr>
<td>USDA Wallace-Carver Internship Program (WCIP)</td>
<td>Oct - Nov</td>
</tr>
<tr>
<td>USDA Information Technology Internship Program (ITIP)</td>
<td>Jan-Mar</td>
</tr>
<tr>
<td>USDA Veterinary Student Employment Program (VSEP)</td>
<td>Fall</td>
</tr>
<tr>
<td>USDA National Agricultural Library (NAL)</td>
<td>Year Round</td>
</tr>
<tr>
<td>USDA Workforce Recruitment Program (WRP)</td>
<td>Fall</td>
</tr>
<tr>
<td>USDA International Agricultural Internship Program (IAIP)</td>
<td>Mar-Fall</td>
</tr>
<tr>
<td>Foreign Agriculture Summer Internship Program</td>
<td>Nov-Summer</td>
</tr>
<tr>
<td>USDA Borlaug-Ruan International Internship Program (BRIP)</td>
<td>Dec</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Website</th>
<th>Deadlines to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic Association of Colleges and Universities</td>
<td><a href="http://www.hacu.net/hacu/HNIP.asp">http://www.hacu.net/hacu/HNIP.asp</a></td>
<td>Jun-Fall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oct/Feb-Summer</td>
</tr>
<tr>
<td>Washington Internship for Native Students (WINS)</td>
<td><a href="http://www1.american.edu/wins/">http://www1.american.edu/wins/</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Feb</td>
</tr>
<tr>
<td>Student Conservation Association (SCA)</td>
<td><a href="http://www.thesca.org/serve/internships">http://www.thesca.org/serve/internships</a></td>
<td>Sept/Nov-Spring</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Feb/May-Summer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jul/Aug-Fall</td>
</tr>
<tr>
<td>D.C. Government Passport-to-Work Summer Youth Employment Program (GPWSYEP)</td>
<td><a href="http://www.does.dc.gov/does/cwp/view,a,1232,q,638739.asp">http://www.does.dc.gov/does/cwp/view,a,1232,q,638739.asp</a></td>
<td>Feb-Mar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Feb</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YearUP</td>
<td><a href="http://www.yearup.org/">http://www.yearup.org/</a></td>
<td>Jul</td>
</tr>
</tbody>
</table>
In 2008, USDA hired 7,839 interns.
  - 19.8% represented minorities.

In 2009, USDA hired 7,985 interns.
  - 19.9% represented minorities.

In 2010, USDA hired 8,602 interns.
  - 12.65% represented minorities.

In 2011, USDA hired 6,144 interns.
  - 22.40% represented minorities.


"USDA is an equal opportunity provider and employer."
Application Process
Click on **Educators and Students** under "Information for"
Step 2

Next, click on **Careers and Jobs** under “Related Topics”
Step 3

This page allows search through individual agency and through links.

To Apply for positions click on "Internship Opportunities" on the right side of page.
Step 4

Click: Apply here!
E-Authentication Process

United States Department of Agriculture
USDA eAuthentication

Quick Links
- What is an account?
- Create an account
- Update your account

Administrator Links
- Local Registration Authority Login

Login with my User ID and Password

User ID: [ ]
Forgot your User ID?

Password: [ ]
Forgot your Password?
Change My Password

Login

Login with my USDA Employee LincPass

Login with my LincPass
Step 5

You will be prompted to the “accessing a U.S. Government Information System” message page.

Please read information and click I Agree.
Step 6

You will be prompted to the “e-Authentication Login” page.

Click ‘Create an account’
Step 7

You will be prompted to the “e-Authentication Login” page.

Click ‘Create an account’
Step 8

Click Level 1 Access

Why we use E-authentication (E-Auth) in the One-Stop Common Application?

E-authentication is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment. Additionally, once a student creates an e-authentication account with USDA, they can use this account to revisit their current application, make changes, update and access archived applications for re-submission. By providing an e-authentication requirement in order to apply using the One-Stop Application, USDA is keeping your personal information safe and only accessible by the person creating the account.
Step 9

Create an Identification (ID)

(6–20 characters)
Create a password

(9-12 characters)

When choosing a password only use characters and words that are not found in the dictionary. At least one word has to be capitalized and another one lower case. You also have to choose either of the following characters: #, *, %, & as part of your password.

Sample password: 7#Bt257qu*
Step 11

Confirm your password
Step 12

Provide:

1. First Name
2. Middle Initial
3. Last Name
4. Zip-code
5. Country Name
Step 13

Provide:

Email address

Note:

Your email must be valid to complete your registration.
Step 14

Click continue to create your account access.
Step 15

After you have created your account, a verification confirmation message will appear as follows:

Please double check that your information is correct before clicking the submit option.
Step 16

After clicking the submit option, a final verification confirmation message will appear as follows:

Please print this page or save it in your browser for future reference.
Step 17

Check your **personal email account** for the instructions to Activate the e-Authentication account.

Follow steps 1 to 3

After clicking “Activate My Account,” you will be taken to the account activation confirmation page.
Step 18

Account Activation confirmation

Follow the instructions:

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before using this account.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proothing if you have not already.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.
Step 15

After **obtaining your e-Authentication account**, sign-in to get access to the student portal. You will be prompted to the welcome page.
To begin your application, click the "View Application" button.
Before you start your application, read the eligibility, definition of student and general provisions.
Step 17

Choose an Internship session. You have the option to save and move to the next page. We encourage you to always save your answer before moving to the next section.

You also have the option to choose from the top menu to skip sections.
Step 18

Any information with an red asterisk (*) is required and you will not be able to move to the next page until this information is added.
Step 19

If you are not sure what is your eligibility, please click and read the instructions.
Step 20

Background Data Information
Applicant Data (Optional)

This section is optional for all candidates. If you decide not to complete this section, it will not impact the assessment of your application.

Gender:
- Male
- Female

If you selected Male, please indicate if you have registered for Selective Services.

Race/Ethnicity:
- Indian or Alaska Native
- Asian
- Asian (including Middle East and India)
- Black or African American
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- Two or more Races
- Caucasian or White

What type of living environment do you predominantly reside in?
- Rural
- Urban
Step 21 Continues

“USDA is an equal opportunity provider and employer.”
Step 22

Choose your area of interest.

You have the option to choose more than one.
Step 23

Upload transcript(s)

Upload resume
Step 24
Check before submitting application

Step 25
Submit your application by clicking continue
Step 26

Confirmation

Congratulations!

Thank you for applying to USDA Summer Internship Program. An email confirmation will be sent to you to acknowledge that your application was received.

Please allow two to three weeks for the application review process.

A USDA Student Employment Coordinator will be in touch with you if your application was selected.

Notification to Applicant AND Thank you NOTE for applying

“USDA is an equal opportunity provider and employer.”
Mission Areas:

The REE Mission Area is dedicated to the creation of a safe, sustainable, competitive U.S. food and fiber system and strong, healthy communities, families, and youth through integrated research, analysis and education.

The agencies are:

- The Agricultural Research Service (ARS),
- The Economic Research Service (ERS),
- The National Agricultural Library (NAL),
- The National Agricultural Statistics Service (NASS), and
- The National Institute of Food and Agriculture (NIFA).
## Type of Job Opportunities at REE

<table>
<thead>
<tr>
<th>Jobs</th>
<th>ARS</th>
<th>ERS</th>
<th>NASS</th>
<th>NIFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Scientists</td>
<td>√</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Postdoctoral Research Associates</td>
<td>√</td>
<td>*</td>
<td>-</td>
<td>*</td>
</tr>
<tr>
<td>Professional, Administrative, and Technical Staff</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Secretarial and Clerical Staff</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Trades and Crafts Workers</td>
<td>√</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student and Summer Employees</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
</tbody>
</table>

- = Not available  * = Some times  √ = Not available

- **Internships**
  - ARS: √
  - ERS: √
  - NASS: √
  - NIFA: √

- **Scholarships**
  - ARS: √
  - ERS: √
  - NASS: √
  - NIFA: √

- **Other Fellowships**
  - ARS: -
  - ERS: -
  - NASS: -
  - NIFA: √

- **Presidential Management Fellowship Program (PMF)**
  - ARS: √
  - ERS: √
  - NASS: √
  - NIFA: √

- **Volunteer Opportunities**
  - ARS: √
  - ERS: *
  - NASS: √
  - NIFA: *
# Student Application Process

<table>
<thead>
<tr>
<th>Opportunities</th>
<th>ARS</th>
<th>ERS</th>
<th>NASS</th>
<th>NIFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Employment Programs</td>
<td></td>
<td></td>
<td></td>
<td>Submit application <a href="http://www.studentapplication.usda.gov">www.studentapplication.usda.gov</a></td>
</tr>
<tr>
<td>• Internships &amp; Scholarships</td>
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<tr>
<td>• PMF</td>
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<td></td>
<td>Contact the Agency Student Employment Manager for specific information</td>
</tr>
<tr>
<td>• Other Fellowships</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Associates Positions</td>
<td></td>
<td></td>
<td></td>
<td>Search and apply through <a href="http://www.USAJobs.gov">www.USAJobs.gov</a> or through the ARS/career site <a href="http://www.ars.usda.gov/careers">www.ars.usda.gov/careers</a></td>
</tr>
<tr>
<td>Permanent Jobs</td>
<td></td>
<td></td>
<td></td>
<td>Apply via <a href="http://www.USAJobs.gov">www.USAJobs.gov</a></td>
</tr>
<tr>
<td>Volunteer Opportunities</td>
<td></td>
<td></td>
<td></td>
<td>Contact the Agency Student Employment Manager</td>
</tr>
</tbody>
</table>

**NOTE:**
ARS offers to potential applicants the opportunity to sign up and get the job announcement list via email.

"USDA is an equal opportunity provider and employer."
# Point of Contact for REE Internships

<table>
<thead>
<tr>
<th>Research, Education and Economics (REE)</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Research Service</td>
<td>Mary Weber</td>
<td><a href="mailto:Mary.Weber@ars.usda.gov">Mary.Weber@ars.usda.gov</a></td>
<td>301-504-1397</td>
</tr>
<tr>
<td>National Agricultural Statistics Service</td>
<td>Mary DeNardo</td>
<td><a href="mailto:Mary.DeNardo@nass.usda.gov">Mary.DeNardo@nass.usda.gov</a></td>
<td>202-720-4971</td>
</tr>
<tr>
<td>National Institute of Food and Agriculture</td>
<td>Eboni Wiggins</td>
<td><a href="mailto:Eboni.Wiggins@ars.usda.gov">Eboni.Wiggins@ars.usda.gov</a></td>
<td>301-504-1757</td>
</tr>
<tr>
<td>Economic Research Service (Serves ERS)</td>
<td>Loretta Miller</td>
<td><a href="mailto:erssummerinterns@ers.usda.gov">erssummerinterns@ers.usda.gov</a></td>
<td>202-694-5379</td>
</tr>
</tbody>
</table>

"USDA is an equal opportunity provider and employer."
Our mission:

Ensure the nation’s commercial supply of meat, poultry and egg products is safe, wholesome, correctly labeled and packaged

Career opportunities:
• Public Health Inspection
• Scientific and Technical
• Administrative and Professional
For FSIS internships:

- Non-veterinary Students: submit your application via [www.studentapplication.usda.gov](http://www.studentapplication.usda.gov) or send your resume and transcript to [fsisstudentjobs@fsis.usda.gov](mailto:fsisstudentjobs@fsis.usda.gov)

- Veterinary students: apply for the Veterinary Student Employment Program announcement via [www.USAJobs.gov](http://www.USAJobs.gov) available November-December

For FSIS externships (student volunteers) email [laura.sepulveda@fsis.usda.gov](mailto:laura.sepulveda@fsis.usda.gov)
Point of Contact for FSIS Internships

Laura Sepulveda
202-720-9401
laura.sepulveda@fsis.usda.gov
A Forest Service career will put you on the front lines of conservation, intelligent resource utilization and management. The challenge is to help manage the nation's forests, ranges and wetlands in ways that are most environmentally responsible, sustainable for the long term, and most effective for the American citizens who use them.

**National Forest System Lands (NFS)**

- 191.6 Million Acres
- > 9% of CONUS
- 155 National Forests
- 20 Grasslands
- 383,000 Miles of Road
- ~ 1.0 Billion Visits/Year
- Multiple Use Concept
- 50% of Western Water Supply
- ~ 35,000 Employees Nationwide
  (< 590 law enforcement personnel)
## Critical Series Careers

<table>
<thead>
<tr>
<th>Series 1001 Social Science</th>
<th>Series 0301 Administration Programs</th>
<th>Series 0470 Soil Science Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series 0305 Administration Assistant</td>
<td>Series 0340 Program Management</td>
<td>Series 0486 Wildlife Biology</td>
</tr>
<tr>
<td>Series 1702 Training Technician</td>
<td>Series 0401 General Biology</td>
<td>Series 0810 Civil Engineering</td>
</tr>
<tr>
<td>Series 0525 Account Technicians</td>
<td>Series 0460 Forestry Professional</td>
<td>Series 1101 General Business</td>
</tr>
<tr>
<td>Series 1315 Hydrologist Technician</td>
<td>Series 0462 Forestry Technician</td>
<td>Series 2210 Information Technician</td>
</tr>
</tbody>
</table>
Capacity and Infrastructure

- 5 Research Stations
- Forest Products Laboratory
- International Institute of Tropical Forestry
- 77 Research Units
- 67 locations
- 81 Experimental Forests
- 370 Research Natural Areas
- Ca. 550 research scientists
- Ca. 3,200 total employees

National Forest System Lands (NFS)

- 191.6 Million Acres
- > 9% of CONUS
- 155 National Forests/
- 20 Grasslands
- 383,000 Miles of Road
- ~ 1.0 Billion Visits/Year
- Multiple Use Concept
- 50% of Western Water Supply
- ~ 35,000 Employees Nationwide
  (< 590 law enforcement personnel)
Scientist Education Qualifications

- **B.S. Degree:** Technician
- **M.S. Degree:** Professional
- **Ph.D. Degree:** Research Scientist

**Disciplines:**
- Forest Pathology
- Plant Physiology
- Ecology
- Social Science
- Chemistry
- Communications
- Hydrology
- Wildlife Biology
- Range Ecology/Biology
- Genetics
- Economics
- Entomology
- Fire Ecology
- Computer Science
- Many others
The Presidential Management Fellows (PMF)
This program serves as an innovative way to recruit new and young talent into the agency. The program attracts highly qualified persons with graduate degrees from a variety of academic disciplines, and prepares them to be effective leaders and managers.

Employees profiles: http://www.fs.fed.us/fsjobs/pmf/profiles.shtml

Rules and Regulations
Office of Personnel Management PMF Homepage:
https://www.pmf.opm.gov
5 C.F.R. 362:
https://www.pmf.opm.gov/RulesAndRegulations.aspx#n1
Multicultural Workforce Strategic Initiatives
Each year, the Multicultural Workforce Strategic Initiatives (MWSI) program offers a number of opportunities for giving top students with diverse backgrounds access to paid work experience with the Forest Service - as well as the opportunity to demonstrate their abilities in natural resource careers. The Forest Service's network of MWSI liaisons connect with colleges, universities and communities nationwide to identify qualified and talented students for the Forest Service.
<table>
<thead>
<tr>
<th>Appointment</th>
<th>All</th>
<th>Male</th>
<th>Female</th>
<th>Hispanic Male</th>
<th>Hispanic Female</th>
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</thead>
<tbody>
<tr>
<td>Permanent</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>3997</td>
<td>2363</td>
<td>1634</td>
<td>216</td>
<td>145</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>59.12%</td>
<td>40.88%</td>
<td>5.40%</td>
<td>3.63%</td>
</tr>
<tr>
<td>Temporary</td>
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<td>4576</td>
<td>3319</td>
<td>1257</td>
<td>324</td>
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<tr>
<td></td>
<td>%</td>
<td>72.53%</td>
<td>27.47%</td>
<td>7.08%</td>
<td>1.64%</td>
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<tr>
<td>TOTAL</td>
<td>#</td>
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<tr>
<td></td>
<td>8573</td>
<td>5682</td>
<td>2891</td>
<td>540</td>
<td>220</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>100.00%</td>
<td>66.28%</td>
<td>33.72%</td>
<td>6.30%</td>
</tr>
</tbody>
</table>

The Forest Service employs more than 30,000 permanent employees in hundreds of locations across the country.
To search for FS jobs, applicants have to go log-in Avuecentral portal and apply directly to any of their postings…
Julie Ortiz
julieortiz@fs.fed.us
505-563-9262

To apply for internship programs send your application via www.studentapplication.usda.gov
NRCS Mission

“Helping People Help the Land”
5 Resource Concerns

Soil Resource

Water Resource

Air Resource

Plant Resource

Animal Resource

= SWAPA
Most common careers at NRCS

- Soil Conservationist
- Rangeland Specialist
- Soil Scientist
- Civil/Agricultural Engineer
- Biologist
Filled in all states.

Stipends to assist with transportation or housing may be available.

To apply, submit to NRCS.recruitment@wdc.usda.gov:
- Resume
- Transcripts
- Location of Interest
FREQUENTLY ASKED QUESTIONS
WHAT DOES A COMPLETED APPLICATION INCLUDE?

• Online Application Form
• Resume (upload)
• Transcript (unofficial is acceptable) (upload)

All items are to be electronically submitted as part of the application. Please upload the documents in Word or PDF format and follow the instructions when uploading the documents.

WHEN IS THE APPLICATION DUE?

Applications are accepted beginning the last week of January through the last week of April of each year and notification of placements are made between mid-April and mid-May of each year. Orientation day starts in mid-June for headquarters interns and orientation for field interns starts on their first day of work.

WHEN ARE PLACEMENTS MADE?

Agency student employment coordinators search the repository application database and can select your application. The student employment coordinator then verifies whether an available position exists within the agency, and at the requested field office, for a student with your characteristics and qualifications (college major, work experience background, skill-set). The student employment coordinator will forward the application to a hiring manager based on your characteristics.

The hiring manager interviews and selects the student. Once the hiring manager selects the student and makes the offer, the Agency student employment coordinator makes the arrangements for placement at the agency, providing selectee with informational materials for placement and orientation schedule.

CONTACT INFORMATION FOR USDA STUDENT PROGRAMS

If you have any questions or concerns, please send your inquiry via email to USDA.Internships@dm.usda.gov. In the subject area write: “Summer Internship Program.”

For technical questions regarding the “Student Portal” site, please direct your questions or concerns to the following email address: Dmapservices@ocio.usda.gov.
ARS HIRES STUDENTS? HOW CAN I FIND OUT ABOUT STUDENT AND SUMMER EMPLOYMENT OPPORTUNITIES?

ARS hires students in various roles throughout the organization during the school year and each summer. Information regarding ARS student and summer programs can be found at: [http://www.ars.usda.gov/careers/docs.htm?docid=1438](http://www.ars.usda.gov/careers/docs.htm?docid=1438)

WHEN IS THE APPLICATION DUE AND WHAT SHOULD I EXPECT?

The timelines may vary by Area. You are advised to contact the Manager listed as the point of contact for a specific state or location at [http://www.ars.usda.gov/careers/doc.htm?docid=1345](http://www.ars.usda.gov/careers/doc.htm?docid=1345)

For example: In the Beltsville Area, applications are accepted beginning the first week of December through February 10, 2012. The selection process begins March 2012. The hiring manager interviews and selects the student. The first day of entrance on duty is negotiable. Our Human Resources Division will forward an official offer letter with the New Employee Orientation date to our new student/intern hires with the relevant information regarding employment as a student/intern.

WHAT DUTIES WILL I PERFORM?

Most of our program participants work and learn in research laboratories with research scientists. You may perform routine laboratory experiments, support research projects in collecting data, documenting observations and many other research related assignments.

WHERE CAN I FIND ADDITIONAL INFORMATION ABOUT REE AND ARS?

ARS is one of four agencies in USDA's Research, Education and Economics (REE) mission area. The others are National Institute of Food and Agriculture (NIFA), Economic Research Service (ERS) and National Agricultural Statistics Service (NASS). ARS conducts research to develop and transfer solutions to agricultural problems of high national priority and provide information access and dissemination to: ensure high-quality, safe food, and other agricultural products assess the nutritional needs of Americans sustain a competitive agricultural economy enhance the natural resource base and the environment, and provide economic opportunities for rural citizens, communities, and society as a whole.

Please visit our website at: [http://www.ars.usda.gov/AboutUs/AboutUs.htm](http://www.ars.usda.gov/AboutUs/AboutUs.htm)
On Behalf of USDA
Thank You