U.S. Department of Agriculture



Students Employment Opportunities

Instructions to Search and Apply

- Pathways Program
- □ Third Party Contractors Program
- Volunteers Program

"USDA - Serving the American Public - Every Day In Every Way

Student Employment Opportunities Diversity, Recruitment, and Work/Life Division Office of Human Resources Management <u>USDA.Internships@dm.usda.gov</u> <u>www.dm.usda.gov/employ/student/index.htm</u>

USDA is an equal opportunity provider and employer



United States Department of Agriculture

Last revised 2/11/2013

THIS PAGE INTENTIONALLY LEFT BLANK

Introduction

Thank you for your interest in the U.S. Department of Agriculture (USDA) Career Opportunities. USDA offers different opportunities for students and recent graduates to work in the agricultural, science, technology, math, environmental, management, business and many other fields. Our emphasis will be to foster a connection between continuing education and employment training in the Federal Government.

Through the umbrella Student Employment Opportunities (SEOs) program, student and recent graduates could find different opportunities.

- USDA Pathways Program
 - Internship Program student are geared towards combining academic studies with onthe-job training and experience. List of programs:
 - Recent Graduate Program this program provides individuals who have recently graduated from qualifying educational institutions or programs with developmental experiences in the Federal Government and is intended to promote possible careers in the civil service. This program will be available soon.
 - Presidential Fellows Program this is a prestigious, competitive program that supports leadership development of recent graduates who have been pre-qualified, or recommended by a network of graduate schools.
- USDA Third Party Contractors Providers these programs provide opportunities for interns to work in the Federal government as contractors. These programs typically provide stipends for interns. List of programs:
 - Conference on Asian Pacific American Leadership (CAPAL)
 - Hispanic Association of Colleges and Universities (HACU)
 - Student Conservation Association (SCA)
 - Summer Youth Employment Program (SYEP) (D.C. Government Passport-to-Work)
 - Washington Internship for Native Students (WINS)
- USDA Volunteer Program this program provides students or recent graduates who need professional work experience and/or academic credit with the opportunity to work with USDA. List of programs:
 - NAL Dig into Rare and Special Collections Volunteer Experience (DRSCVE)
 - NRCS Earth Team Volunteers (NRCSETV)
 - Higher Education Institution Volunteer Opportunity (HEIVO)
 - FSIS Volunteer Student Program (VSP)

To apply for the any of our SEOs USDA Career Opportunities, please follow the instructions.

USDA Pathways Program

ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED THROUGH USAJOBS. DO NOT SEND YOUR TRANSCRIPTS OR OTHER DOCUMENTS VIA EMAIL.

For specific questions about the Pathways Programs, please send your inquiry to <u>Askusdapathways@dm.usda.gov</u>.

Searching For USDA Job Open Announcements on USAJOBs

All students interested in paid internship or recent graduate positions at USDA must apply through the USAJobs.gov system. There are several ways to start your search for USDA opportunities.

Your first option is to click this link <u>www.USDA.USAJOBS.gov</u> to begin your search. A window will open that resemble to the one showing below. In the "WHAT" box type "STUDENTS," if you are looking for paid or unpaid internships, and then click "search" to view all the announcements. But if you are looking for paid and unpaid recent graduates' opportunities, type "Recent Graduate" under the "What" box, to view all the announcements.

ome 🕒 Search J	obs 🕘 My Account	A Resource Center	<u>SIGN IN</u> OR <u>CREATE AN AC</u>
	Department	of Agriculture Agend	cy Search
The res shown employ Applica acknow	sults of this job search w above. Some of the jobs ees only. Please be sure tions from outside of the dedged.	vill be compiled specifically for the s displayed may be restricted to a to review the job entries and ann e area of consideration may not b	agency or department agency and/or department nouncements carefully. he evaluated or
	What: Student	Where: City, State, ZIP Code, or Advance	or Country Search
<u>Site Map</u>	Contact Us Help/FAQs	Privacy Act and Public Burden Inform	mation FOIA About Us USA.gov
USAJOB	This is a Unite S is the Federal Governmen	ed States Office of Personnel Manager It's official one-stop source for Federa	ment website. al jobs and employment information.

When searching for paid or unpaid job opportunities with the word "**STUDENT**" a list will appear resembling as the one showing below.

Home Search Jobs My Account	t → Resource Center What: Start a New Search studen	SIGN IN OR CREATE AN ACCOUNT Where: Is Advanced Search.2 Radius: 20 miles 💌
You Added 🥝		
students <u>Undo</u>	1 to 25 of 29 results 《 《 1 2 > 》	Sort By:Select
Clear all and start new search		
Refine Your Results	Pathways Student Intern (Civil Engineer Trainee)	Save Job Quick View More Like This Natural Resources Conservation Service: Students will work under
Jobs For:	direct supervision ofsystems for animal feeding operations. Students will apply bioer Department: Department of Agriculture Salary: Agency: Natural Resources Conservation Service Series & Grac Open Period: 12/19/2012 to 3/15/2013 Position Tafoz Who May Apply: Student/Internship Program Eligibles Control Number: Iocation (6). Miles City, Montana	gineering principles \$11.95 - \$15.00 / Per Hour te: GS-0899-03/05 Full Time - Internships er: 33404600 MT-81120n-SH
* Sub Agencies* Work Schedule	Chudout Tarian Danuitanut Nation	
Work Type Exclude These Resting Date	Federal workforce. These internships allow atudents to gain real, paid work experier who are pursuing at least a 4-year degreeare posting this notification to let atudents	ce whileWashington State NRCS is specifically seeking students learn whether NRCS is a good fit for
Create Saved Search and email me jobs RSS Feed of This Search ?	Department: Department Of Agriculture Salary: Agency: Natural Resources Conservation Service Series & Gran Open Period: 11/19/2012 to 2/28/2013 Position Info: Who May Apply: Student/Intenship Program Eligibles Control Numb Location(s): Multiple Locations (5) JOA Number:	\$22,851.00 - \$27,990.00 / Per Year er GS-0499-02/04 Multiple Schedules - Internships er 331675300 WA-13-790890-PATHWAYS RECRU
Help Keep Our Nation Safe! Join SPAWAR!	Student Trainee Recruitment Notice Federal workforce. These internships allow students to gain real, paid work experier pursuing at least a 4-year degreeare posting this notification to let students learn wh Department: Department of a position this notification to let students learn wh Agency: Natural Resources Conservation Service Salary: Open Period: 1/17/2013 to 2/6/2013 Position Info:	Save Job Quick View More Like This ce whilefield. Maine NRCS is specifically seeking itudents who are ether NRCS is a good fit for \$22,851.00 - \$27,990.00 / Per Year let: GS-0499-02/04 Multiple Schedules - Internships

When you get the list of job opportunities, pay attention to the "**RESULTS**" area. Here you will know the number of job opportunities available to view. For example, in the above screen shot it shows 1 to 25 of 29 results. Meaning there are 25 job opportunities to view for students.

Click on "**SORT BY**" and make your selection. Scroll down and view each job announcement. Once you are viewing the announcements you will be able to select those that you are interested.



For a quick view of the job opportunity, just click "QUICK VIEW".

The Pathways Inte	nship Program is designed to provide students (prolled in a wide varie	ty of educational institutions, from both school to chaduate level
vith opportunities 1	o work in agencies and explore Federal careers	while still in school and	d while getting paid for the work performed. Students
Department:	Department Of Agriculture	Salary:	\$10.60 - \$13.25 / Per Hour
Agency:	Animal and Plant Health Inspection Service	Series & Grade:	GS-0399-01/01
Open Period:	1/30/2013 to 2/15/2013	Position Info:	Part-Time: 40 hours per pay period/20 hours per
Who May Apply:	Individuals who have been accepted for		week (a pay period is two calend
	enrollment or are enrolled and seeking a	Control Number:	336673900
Location(s):	Riverdale, Maryland	JOA Number:	PATHOA-2013-0001
Pathwavs I	nternship (Soil Conservation	st)	Save Job Quick View More Like This
provides for the	ntegration of a student's academic studies with	arget positionsin the	field of work related to the student's major field of study. Work
vill become increa	singly more complex as the student masters skil	ls and assignments and	d
Department:	Department Of Agriculture	Salary:	\$9.74 - \$13.41 / Per Hour
Agency:	Natural Resources Conservation Service	Series & Grade:	GS-0499-01/04
Open Period:	1/11/2013 to 2/15/2013	Position Info:	Full Time - Summer
Who May Apply:	Student/Internship Program Eligibles	Control Number:	335335900
Location(s):	Multiple Locations (5)	JOA Number:	KS-13-822292-DK (PATHWAYS)
Social Serv	ces Aid		Save Job Quick View More Like This
Social Serv activities of studi rreas as group livi	ces Aid Ints. Maintains order and discipline among <mark>stude</mark> 19 problems. Facilitates <mark>student</mark> group counselin	<mark>nt</mark> , both of assisted gro g sessions. Meets indiv	Save Job Quick View More Like This oup and other groups, observing and recordingguidance in such idually with students
Social Serv activities of stude ireas as group livi Department:	ces Aid ints. Maintains order and discipline among stude ig problems. Facilitates <mark>student</mark> group counselin Department Of Agriculture	<mark>nt</mark> , both of assisted gro g sessions. Meets indiv Salary:	Save Job Quick View More Like This oup and other groups, observing and recordingguidance in such idually with students \$15.00 - \$15.00 / Per Hour
Social Serv activities of studi reas as group livi Department: Agency:	ces Aid ents. Maintains order and discipline among stude g problems. Facilitates student group counselin Department Of Agriculture Forest Service	<mark>nt</mark> , both of assisted gro g sessions. Meets indiv Salary: Series & Grade:	Save Job Quick View More Like This pup and other groups, observing and recordingguidance in such idually with students \$15.00 - \$15.00 / Per Hour GS-0186-5/5
Social Serv activities of stud areas as group livi Department: Agency: Open Period:	ces Aid ints. Maintains order and discipline among stude g problems. Facilitates student group counseling Department Of Agriculture Forest Service 12/6/2012 to 12/5/2013	nt, both of assisted gro g sessions. Meets indiv Salary: Series & Grade: Position Info:	Save Job Quick View More Like This bup and other groups, observing and recordingguidance in such idually with students \$15.00 - \$15.00 / Per Hour GS-0186-5/5 Intermittent - Temporary
Social Serv activities of studi areas as group livi Department: Agency: Open Period: Who May Apply:	ces Aid ints. Maintains order and discipline among stude ing problems. Facilitates student group counseling Department Of Agriculture Forest Service 12/6/2012 to 12/5/2013 US Citizens; no prior Federal experience is	nt, both of assisted gro g sessions. Meets indiv Salary: Series & Grade: Position Info: Control Number:	Save Job Quick View More Like This bup and other groups, observing and recordingguidance in such idually with students \$15.00 - \$15.00 / Per Hour GS-0186-5/5 Intermittent - Temporary 332949000
Social Serv activities of stud reas as group livi Department: Agency: Dpen Period: Who May Apply:	Ces Aid ints. Maintains order and discipline among stude ing problems. Facilitates student group counseling Department Of Agriculture Forest Service 12/6/2012 to 12/5/2013 US Citizens; no prior Federal experience is required.	nt, both of assisted gro g sessions. Meets indiv Salary: Series & Grade: Position Info: Control Number: JOA Number:	Save Job Quick View More Like This oup and other groups, observing and recordingguidance in such idually with students \$15.00 - \$15.00 / Per Hour GS-0186-5/5 Intermittent - Temporary 332949000 TEMPOCR-JJC-0186-5-SSAN-DT

When readying the brief summary under "**QUICK VIEW**" of the open opportunity, scroll down to continue reviewing the vacancy.

Quick View				×	
<u>Pathways Internsh</u> <u>Conservationist)</u>	i <u>p (Soil</u>	United States Depa Natural Resources C	NRCS artment of Agricultu onservation Service	▲ 20 18]	
The employees of NRCS are recognize	ed for their talent, dedi	cation, and ingenuity in making the Agency's prog	grams work as they take nec	essary	
steps to reduce erosion, protect wildli generations. Join us in protecting ar learn more and see why this is such provides for the integration of a stu gain real, paid work experience whi interested in doing Soil Conservatio Program prior to graduation. These hours under the Program to be eligi study, qualifications, and other eligi to 5 vacancies throughout Kansas. If needed. Applicants must be mobile placement if offered a permanent p	e, promote good land Quick View they graduate. If co progression to that I satisfaction of time-i Key Requirements • Must be a U.S. • Males born afte • Must complete • Must have a cu • Cumulative GP	use, and other measures to preserve the Nation's nverted to a permanent position after graduation level is neither guaranteed nor required. Advance in-grade and qualification requirements. Citizen at least 16 years of age. ar 12/31/1959 must be registered with the Select a background and security investigation. Irrent, valid State driver's license. A 2.5+; Higher GPA applicants will be given prefe	natural resources for future , the full performance level f ement is dependent upon suc ive Service. erence.	or these positions is GS-09. However, ccessful performance in the position and	
each fall, then returned to work the	 Must be enrolled/accepted for enrollment as a degree-seeking student. 				
progress through the Program, and they graduate. If converted to a per progression to that level is neither of satisfaction of time-in-grade and qu	Department: Agency: Open Period: Who May Apply: Location(s):	Department Of Agriculture Natural Resources Conservation Service 1/11/2013 to 2/15/2013 Student/Internship Program Eligibles Ness City, KS United States <u>View Map</u> Kingman, KS United States <u>View Map</u>	Salary: Series & Grade: Position Informatior Control Number: JOA Number:	\$9.74 to \$13.41 GS-0499-01/04 I: Full Time - Summer 335335900 KS-13-822292-DK (PATHWAYS)	
		Smith Center, KS United States <u>View Map</u> Hays, KS United States <u>View Map</u> Osborne, KS United States <u>View Map</u> <u>View Job</u> <u>S</u> Location(s): Multiple Locations (28)	ave Job <u>Share Job</u>		

OHRM – Diversity, Recruitment, and Work/Life Division | Students Employment Opportunities (SEO) Page - 6

If you want to save the job for later review, just click "SAVE JOB," or share the announcement. You will be prompted to sign in to "my account."

Pathways I	nternship (Soil Conservationist integration of a student's academic studies with tar singly more complex as the student masters skills :	t) get positionsin the and assignments and	Save Job Quick View More Like This field of work related to the student's major field of study. Work d
Department:	Department Of Agriculture	Salary:	\$9.74 - \$13.41 / Per Hour
Agency:	Natural Resources Conservation Service	Series & Grade:	GS-0499-01/04
Open Period:	1/11/2013 to 2/15/2013	Position Info:	Full Time - Summer
Who May Apply:	Student/Internship Program Eligibles	Control Number:	335335900
Location(s):	Multiple Locations (5)	JOA Number:	KS-13-822292-DK (PATHWAYS)
Social Serv activities of stude areas as group livi	ices Aid ents. Maintains order and discipline among <mark>student</mark> , ng problems. Facilitates <mark>student</mark> group counseling s	both of assisted gro essions. Meets indiv	<u>Save Job</u> <u>Quick View</u> <u>More Like This</u> oup and other groups, observing and recordingguidance in such idually with students
Department:	Department Of Agriculture	Salary:	\$15.00 - \$15.00 / Per Hour
Agency:	Forest Service	Series & Grade:	GS-0186-5/5
Open Period:	12/6/2012 to 12/5/2013	Position Info:	Intermittent - Temporary
Who May Apply:	US Citizens; no prior Federal experience is	Control Number:	332949000
	required.	JOA Number:	TEMPOCR-JC-0186-5-SSAN-DT
Location(s):	Multiple Locations (28)		

If you don't have an account, create a "NEW ACCOUNT". If you have an account, log in with your ID and enter your password. Upload your resume, or build your own using USAJOBS system. Go back to the announcement opportunity your want to apply and click again "APPLY ONLINE." Follow the instructions to submit your application. Then select your resume and click "SUBMIT".

A Nome 🗉 Search Jobs 🗄 My	Account 🚽 Resource Center	SIGN IN OR CREATE AN ACCOUNT
	USAIOBS	er
	"WORKING FOR AMERICA"	
	Sign in to my account or create a new acc	ount
	Username or Email:	
	Password: Forgot your Vastname and/or Password?	
		and the second second
This U. S. Federal resides on compu Federal records th Privacy Act, S U.S.(Government system is to be used by authorized users of the systems funded by the government. The data and of hat may contain sensitive information protected by variou $C_{\rm c} \le 552a$.	nly. Information from this system focuments on this system include us Federal statutes, including the
All access or use o unconditional cons personnel. While u	f this system constitutes user understanding and acceptar sent to review, monitoring and action by all authorized using this system your use may be monitored, recorded and	nce of these terms and constitutes government and law enforcement d subject to audit.
Unauthorized use system, (2) modify (5) otherwise misi result in criminal, c	r attempts or acts to (1) access, upload, change, or del this system, (3) deny access to this system, (4) accrue i use this system are strictly prohibited. Such attempts or a ivil, or administrative penalties.	ete or deface information on this resources for unauthorized use or cts are subject to action that may
	I agree. Sign me in. 🕨	
Remember:		
USAJOBS Remain al cashing d Remain al	will never request personal information via unsolicited e-m ert for fraudulent e-mail that advertises positions managin hecks ert for Federal employment scams: Federal apencies and t	ail 19 financial transactions, or 14 Postal Service never
charge for	r applications, sell study guides for examinations, or guara	ntee that you will be hired

Never applying for a position, if you don't meet both the required minimum qualifications AND any selective factors described in the JOA. Always document your experience and education in your résumé.

Another way to search for a USDA internship and recent graduate opportunities Federal wide is to go to <u>www.usajobs.gov</u> and click on **"STUDENTS AND RECENT GRADUATES**":



A window will open that resemble to the one showing below, click on "SEARCH JOBS."



When you click on "SEARCH JOBS," a page will appear that resembles to the one below and follow the steps discusses above.



Another way to search for paid and unpaid opportunities at USDA is by selecting "AGENCY" for the pull down menu.

🏠 Home 🕘 Search Jobs 🕒 My Ac	count 🕘 Resou	Irce Center					<u>SIGN IN</u> OR <u>CREATE AN ACCOUNT</u>
WORKING FOR AMERICA"			Start a No	ew Search	What:	Advanced Search >	Where:
You Added 🛿							
Student <u>Undo</u>	1 to 25 of 122	2 results «	< 1 2	3 4	5 ^{>}	»	Sort By: Agency
Sorted By: Agency Undo							
Clear all and start new search	<u>Pathways</u>	Student Train	nee Summe	er Inter	<u>nship</u>	Save	e Job Quick View More Like This
Refine Your Results	The Agricultural temporary appo qualifying degre	Research Service is se intments are expected e or certificate in an a	eeking qualified st to begin in May : c	udents to p and end in S	articipate September	in the 2013 Summer . Internships are ope	Pathways Internship Program. These In to current students pursuing a
Jobs For: O U.S. Citizens	Department:	Department Of Agricultu	re	Salary	/:	\$17,803.00 - \$31,871.0	00 / Per Year
🔿 Federal Employees 🥑	Agency:	Agricultural Research Se	rvice	Series	s & Grade:	GS-0399/0499/0899/1	399-01/04
+ Agency	Open Period:	1/28/2013 to 2/8/2013		Positi	on Info:	Multiple Schedules - In	iternships
+ Grade 📀	Who May Apply:	Students who have been	accepted for enroll	ment Contro	ol Number	: 336568500	
+ Job Categories		or are enrolled and seek	ing a deg	JOA N	umber:	ARS-PATH-NAA-001	
+ Salary	Location(s):	Multiple Locations (11)					
+ Work Schedule							
* Work Type	Dathurse	Childrent Tests					11 10 100 100 100 10

Click on "DEPARTMENT OF AGRICULTURE" to see ALL USDA opportunities posted on USAJOBS.

What: Where: Advanced Search > Radius: 20 miles Founded Image: Student with the search in the sear] 🖸
You Added Image: Student Undo Sorted By: Agency Undo Clear all and start new search 1 to 25 of 122 results Image: Clear all and start new search Image: Student Trainee Summer Internship > > > > > > > > > > > > > > > > > > >	
Student Undo Sorted By: Agency Undo Clear all and start new search I to 25 of 122 results « < 1 2 3 4 5 > » » Sort By: Agency Refine Your Results Integration of the program	
Sorted By: Agency Undo Clear all and start new search Pathways Student Trainee Summer Internship Save Job Quick View More Like Refine Your Results The Agricultural Research Service is seeking qualified students to participate in the 2013 Summer Pathways Internship Program. Temporary appointments are expected to begin in May and end in September. Internships are open to current students pursuing qualifying degree or certificate in an ac	•
Clear all and start new search Clear all and start new search Pathways Student Trainee Summer Internship Save Job Quick View More Lik Refine Your Results The Agricultural Research Service is seeking qualified students to participate in the 2013 Summer Pathways Internship Program. Inhose For: Out S. Citizens	
Refine Your Results The Agricultural Research Service is seeking qualified students to participate in the 2013 Summer Pathways Internship Program. temporary appointments are expected to begin in May and end in September. Internships are open to current students pursuing qualifying degree or certificate in an ac	<u>e This</u>
Johs For: A U.S. Officers	ïhese a
Department: Department: Department Of Agriculture Salary: \$17,803.00 - \$31,871.00 / Per Year	
Agency: Agricultural Research Service Service Service Grade: GS-0359/0459/0559/1555-01/04 Agency: Agricultural Research Service Service Service Grade: GS-0359/0459/0559/1555-01/04	
Department Of Agriculture (18) Who May Apply: Students who have been accepted for enrollment Control Number: 336568500	
Department Of Commerce (1) or are enrolled and seeking a deg JOA Number: ARS-PATH-NAA-001	
Department of Defense (1) Location(s): <u>Multiple Locations</u> (11)	
Department Of Energy (2)	

Select a job announcement and click on the title.

A Home 🕘 Search Jobs 🕑 My Ac	count 🕘 Resource Center		<u>SIGN IN</u> OR <u>CREATE AN ACCOUNT</u>
USAJOBS WORKING FOR AMERICA	Start	a New Search What: What: What What What What What What What What	iere:
You Added 🥝			
Student <u>Undo</u>	1 to 18 of 18 results		Sort By:Select
Department Of Agriculture Undo			
Clear all and start new search	Pathways Student Trainee Sun	mer Internship Save Job	Quick View More Like This
Refine Your Results	The Agricultural Research Service is seeking qualifi temporary appointments are expected to begin in qualifving degree or certificate in an ac	ed students to participate in the 2013 Summer Path May and end in September. Internships are open to	ways Internship Program. These current students pursuing a
Jobs For: U.S. Citizens Federal Employees 	Department: Department Of Agriculture Agency: Agricultural Research Service	Salary: \$17,803.00 - \$31,871.00 / P Series & Grade: GS-0399/0499/0899/1399-0	er Year 1/04
+ Grade 📀	Open Period: 1/28/2013 to 2/8/2013	Position Info: Multiple Schedules - Interns	hips
+ Job Categories	Who May Apply: Students who have been accepted for	enrollment Control Number: 336411900	
+ Salary	or are enrolled and seeking a deg	JOA Number: ARS-PATH-13-MSA-001	
+ Sub Agencies	Location(s): <u>Multiple Locations</u> (12)		
+ Work Schedule			
+ Work Type	Bathuraus Chudant Trainas Cun	men Internetin a st	

Follow the instructions provided in the announcement to apply. Note the "**OPEN PERIOD**" showing when your application is due. Each announcement may have a different set of instructions to apply. Please read the announcement carefully and apply correctly to be considered for the position.

🟠 Home 🕘 Search Jol	bs 🤚 My Account 🚽 Resource C	enter		SIGN IN OR CREATE AN ACCOUNT
USAJO "WORKING FOR A	BS° MERICA"	Search Jobs	2 learch >	Where:
< Back to Results				Dock
Overview Duties Qu	ualifications & Evaluations Benefits & Ot	her Info How to Apply	_ [Go to section of this Job:
USDA United States Department of Agricultural Resea Your Future Grows I	r Agricuiture rch Service Here			Print Preview Save Job
Job Title: Pathways Stude Department: Department	nt Trainee Summer Internship Of Agriculture			Share Job 🕟
Agency: Agricultural Resea Job Announcement Num	arch Service ber: ARS-PATH-13-MSA-001			Agency Information: Agricultural Research Service 5601 Sunnyside Avenue
SALARY RANGE:	SALARY RANGE: \$17,803.00 to \$31,871.00 / Per Year			Beltsville, MD
OPEN PERIOD:	Monday, January 28, 2013 to Fr	iday, February 08, 2013	2	20705
SERIES & GRADE: GS-0399/0499/0899/1399-01/04 POSITION Multiple Schedules - Internships INFORMATION: Multiple Schedules - Internships)4		Questions about this job: Tracey Brown Phone: (301)504-1533 Email:
DUTY LOCATIONS:	Many vacancies in the following I	ocation(s):		TRACEY.BROWN@ARS.USDA.GOV

Applying for a particular vacancy announcement

Before you submit an application for any of our vacancies, students and recent graduates should completely review the vacancy announcement. Don't apply for any of our positions, if you don't meet both the required minimum qualifications AND any selective factors described in the vacancy announcement.

If you have reviewed the vacancy announcement and believe that you can meet both the minimum qualifications and selective factors, you should document your experience and education in your résumé. Since traditional résumés do not provide all the information needed to determine your qualifications for Federal positions, you should create a more detailed résumé to use when applying for Federal positions. Your résumé must include: 1) GPA and 2) Complete course work (unit/credit hours). Salary will be determined based on academic classification using the general schedule (GS) levels.

Click "**APPLY ONLINE**" to submit your resume. Follow the instructions given to you by the system.

🟫 Home 🕘 Search Jobs	් My Account ් Resource Center		SIGN IN OR CREATE AN ACCOUNT
	BS° erica"	Search Jobs 2	Where:
< Back to Results			Dock
Overview Duties Qual	ifications & Evaluations Benefits & Oth	er Info How to Apply	Go to section of this Job:
United States Departme Natural Resources Conservation	RCS nt of Agriculture vation Service		Apply Online 1 Print Preview
Job Title: Pathways Student Int Department: Department Of Agr Agency: Natural Resources Cons Job Announcement Number: MT	em (Soil Conservationist Trainee) iculture servation Service 1-779481-SH		Save Job > Share Job >
SALARY RANGE:	\$9.74 to \$15.00 / Per Hour		Agency Information:
OPEN PERIOD: SERIES & GRADE: POSITION INFORMATION:	Monday, December 17, 2012 to Frida GS-0499-01/05 Full Time - Internshins	y, January 25, 2013	1400 Independence Avenue SW Washington, DC 20205
PROMOTION POTENTIAL: DUTY LOCATIONS:	09 12 vacancies in the following location Baker, MT United States <u>View Map</u> Billings, MT United States <u>View Map</u> Broadus, MT United States <u>View Map</u>	n(s): 2	Questions about this job: Sharon Huber Phone: (406)587-6937 Email: SHARON.HUBER@MT.USDA.GOV Job Announcement Number:
WHO MAY APPLY:	Jordan, MT United States Plains, MT United States More Locations (7) Student/Internship Program Eligibles		MT-779481-5H Control Number: 333807200
Be Remarkable, Make a Differenc us conserve our nation's Natural more.	e! Join the Natural Resources Conservati Resources!! Visit our web site (http://ww	ion Service team and help ww.nrcs.usda.gov) to learn	
Natural Resources Conservation S innovations in conservation. The e ingenuity in making the agency's p wildlife, promote good land use, a	Service (NRCS) is known worldwide for it: mployees of NRCS are recognized for the rograms work as they take necessary steps nd other measures to preserve the Nation's	s accomplishments and ir talent, dedication, and s to reduce erosion, protect s natural resources for future	

You will be prompted to sign in to my account or create a new account page. **Log in** with your ID and enter your password. Then select your resume and click "**SUBMIT**".

A Home 🕘 🤄	Search Jobs - My Account - Resource Center
	LISAIORS
	"WORKING FOR AMERICA"
	Sign in to my account or graate a new account
	Sign in to my account or <u>create a new account</u>
	Username or Email:
	Password
	Forgot your Username and/or
	Password/
	This U. S. Federal Government system is to be used by authorized users only. Information from this system
	resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the
	Privacy Act, 5 U.S.C. § 552a.
	All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement
	personnel. While using this system your use may be monitored, recorded and subject to audit.
	Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this
	system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.
	I agree. Sign me in. 🔊

Understanding the Application Process

Because Federal jobs are filled using a competitive process, understanding the timing of the process will better prepare you for the wait after you submit your application. Once the closing date passes, Federal agencies must wait a period of time (*typically, 7-10 days*) for receipt of postmarked applications.

During this time period, the Human Resources Specialist will begin reviewing the applications received to determine if the applicants meet the qualification requirements outlined. Those candidates who do meet the minimum qualifications will then be reviewed to determine if they are among the "qualified" or "best qualified" candidates. Sometimes this can take a few days, or a few weeks, depending on the number of applications received. Once the "best qualified" candidates are identified, a "certificate of eligible's" is prepared and sent to the supervisor (or selecting official) for the position. The supervisor will then review the applications and determine who among the "best qualified" will be interviewed. Interviews are scheduled and conducted, reference checks are completed, and a final selection is made. The recruitment and selection process may take several weeks from the time a position is advertised to when a selection process.

Understanding the Follow up Process

And last, you should always print and keep a copy of this vacancy announcement. The vacancy announcement will have the contact information for the position, which you can use to check further on the status of your application. Don't hesitate to ask the status of you application. Just keep in mind that the Federal hiring process does take time. Calling the Human Resources Office daily will not speed up the process. Rather, you might wait a few weeks or a month and then call. In most cases, you will be sent a notice acknowledging the receipt of your application. You will also be notified once a final selection has been made. Once a selection is made for a position all applicants are notified. Feel free to contact the Human Resources Specialist assigned to the vacancy announcement to request feedback on your application if you were not referred for consideration.

General Questions about USAJOBS and Pathways Program

For specific questions about the Pathways Programs, please send your inquiry to <u>Askusdapathways@dm.usda.gov</u>. For questions about USAJOBS and Pathways Programs, please click this link: <u>https://twitter.com/USAJOBS</u>.

Do you know that USDA scientists are working on biocatalytic and biomimetic reagents to produce carbon-carbon and carbon-oxygen branched fatty acids, targeting materials with enhanced lubricity while preserving biodegradability? - **Agricultural Research Service**

USDA Third Party Internship Providers

To apply or to learn more about the programs and/or submit your application, click or copy any of the links below into your internet browser:

- Hispanic Association of Colleges and Universities (HACU) http://www.hacu.net/hacu/HNIP.asp
- Washington Internship for Native Students (WINS) http://www.american.edu/spexs/wins/
- Student Conservation Association (SCA) http://www.thesca.org/serve/internships/applying
- D.C. Government Passport-to-Work Summer Youth Employment Program (SYEP) http://does.dc.gov/service/summer-youth-employment-program
- Conference on Asian Pacific American Leadership (CAPAL) http://www.capal.org/programs/federal-internship-program/

USDA Volunteer Program

To apply or to learn more about the programs and/or submit your application, click or copy any of the links below into your internet browser:

- Dig into Rare and Special Collections Volunteer Experience (DRSCVE)
 To apply or for general questions contact:
 - Main Point of Contact: <u>Theresa.Ridgewaya@ars.usda.gov</u>
 - For the National Invasive Species Information Center: <u>Joyce.Bolton@ars.usda.gov</u>
 - For DigiTop, USDA's Digital Desktop Library: <u>Stan.Kosecki@ars.usda.gov</u>
 - Website: <u>www.nal.usda.gov</u>
- NRCS Earth Team Volunteers (NRCSETV) <u>http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/people/volunteers/?cid=stelprdb1041482</u>
- Higher Education Institution Student Intern Program (HEISIP) To apply:
 - Check with your college/university to earn credit, seek stipend payment and/or travel/housing assistance, if needed.
 - Search <u>www.USAJOBS.gov</u> for a USDA Volunteer non-paid internship vacancy announcements.
- FSIS Volunteer Student Program (VSP) <u>http://www.fsis.usda.gov/careers/How to Indicate Interest VSP/index.asp</u>

For general questions about the recruitment of students including: students, recent graduates, volunteers, third party internships, students with disabilities and student veterans - please contact the Department Student Employment Program Manager, Wenndy Carrasco at <u>USDA.Internships@dm.usda.gov</u>.