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December 29, 2008

Welcome 2009 Interns:

The U.S. Department of Agriculture (USDA) is pleased to announce the 2009 Summer Intern Program (SIP). USDA is looking for bright and energetic students who can assist us in accomplishing the Department's mission to meet future agricultural program demands. Every year, USDA makes many changes in the Department's programs and activities to enhance our mission. You can help us improve delivery of food, agriculture, natural resources, and related programs to the American people and people abroad.

Working at USDA will give you a chance to experience just how one of the largest Federal agencies operates and will provide you with valuable work experience that will improve your competitive status when entering the labor market. USDA has a wide array of career choices for you to consider in your job search. The SIP brochure lists fifty-two positions nationwide including Administrative Support Clerk, Accounting Assistant, Information Technology Assistant, Insurance Management Assistant/Specialist, Program Clerk, and Soil Conservation Aid/Technician to Soil Scientist, just to name a few. Please review the SIP vacancy announcements and apply for any position that may be of interest to you. There is no limit in the number of positions for which you can apply.

We hope that you will select USDA as your "Employer of Choice" and join our exciting, challenging Team!

Jill M. Crumpacker
Acting Director
Office of Human Capital Management

I. INTRODUCTION

USDA's mission is to provide leadership on food, agriculture, natural resources, rural development, and related issues based upon sound public policy, the best available science, and efficient management. We work hard to ensure that our programs, policies, and advice meet the needs of the American people in the areas of nutrition, rural home ownership, natural resources conservation, national forest management, and quality standards for agricultural products.

The Summer Intern Program (SIP), a paid internship, is a great strategic way of bringing passionate and vibrant young minds into the Federal workforce to accomplish our mission. It is also a wonderful tool to recruit young people to USDA's highly-skilled diverse workforce for the summer months. The SIP not only allows students to demonstrate their creativity, but gives them valuable work experience for future employment opportunities at USDA.

If you are selected for a SIP position in the Washington, D.C. metropolitan area, you will have access to the National Mall, which is adjacent to the National Monument and historic museums. Most importantly, you will spend the summer months at USDA gaining a myriad of educational experience while being exposed to an assortment of activities to enhance your development:

- Intern Forums – where you will meet the Secretary of Agriculture's sub-cabinet officials and discuss important issues of the day.
- Scheduled Tours – Capitol Hill, USDA National Arboretum, and the Agriculture Research Service Visitor Center (USDA's Farm).

II. ELIGIBILITY REQUIREMENTS

To apply, you must be:

- A U.S. citizen;
- At least 16 years of age at the time of appointment;
- Currently enrolled or accepted for enrollment as a degree seeking student and taking at least a half-time academic course load in an accredited 2-year or 4-year college or university, graduate or professional school; and
- In good standing with an accredited institution.

III. APPLICATION GUIDELINES

A. HOW TO APPLY:

Students may submit a resume or Optional Application for Federal Employment (OF-612). The OF-612 is available at <http://www.opm.gov/forms/html/of.asp>. **Students must submit a separate Resume Cover Sheet, a resume or OF-612, and an official college or university transcript of completed courses for each position for which they are applying.**

B. OTHER DOCUMENTATION REQUIRED:

Students claiming veteran preference must submit a DD-214.

C. WHERE TO APPLY:

RESUME COVER SHEET, A RESUME OR OF-612, AND OFFICIAL TRANSCRIPT should be mailed or faxed to the appropriate MAILING ADDRESS listed at the bottom of each announcement. **The deadline on each vacancy announcement is listed.**

IV. TRAVEL AND HOUSING

Transportation and housing subsidies **may** be provided to the students selected depending on available funding and need. Individual students will be notified by the selecting official if they will receive subsidies.

V. BENEFITS AND SUBSIDIES

If you are selected for a SIP position, you may also be entitled to receive the following benefits and subsidies:

- Annual and Sick Leave – accrued annual and sick leave each pay period;
- Paid Federal holidays – excused absences from work with pay to observe holidays that fall within your regularly scheduled tour of duty; and
- Transit Subsidy – partial or complete subsidized transportation costs if you take public transportation, depending on duty station.

VI. EXPERIENCE AND EDUCATION QUALIFYING FACTORS

Students must be enrolled in a qualified education program. Generally, the following qualification requirements for the GS-2, 3, 4, 5, and 7 grade levels apply:

GRADE	EXPERIENCE			EDUCATION
	GENERAL	SPECIALIZED		
GS-2	3 Months	None	or	High School graduation or equivalent
GS-3	6 Months	None	or	1 year above high school with courses related to the occupation, if required. (30 semester hours or 45 quarter hours = 1 year)
GS-4	1 year	None	or	2 years above high school with courses related to the occupation, if required. (60 semester hours or 90 quarter hours = 2 years)
GS-5	None	1 year at least equivalent to GS-4	or	4-year course of study above high school leading to a bachelor's degree with courses, related to the occupation, if required. (120 semester hours or 180 quarter hours = 4 years)
GS-7	None	1 year at least equivalent to GS-5	or	1 full year of graduate education directly related to the work to be performed or superior academic achievement. (18 semester hours or 27 quarter hours = 1 year)

Superior academic achievement is based on 1) class standing, 2) grade point average, or 3) honor society membership.

- 1) Class Standing - A student must be in the upper third of the graduating class in his/her college or university.
- 2) Grade Point Average - (a) A student must have a 3.0 GPA or higher out of a possible 4.0 ("B" or better) as recorded on college transcript or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or (b) a 3.5 GPA or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.
- 3) Honor Society Membership - A student can be considered eligible based on membership in one of the national scholastic honor societies listed in the Association of College Honor Societies.

VII. FOR ADDITIONAL INFORMATION

For questions about SIP, please contact Marilyn Jenkins, Departmental Student Program Manager, at (202) 720-7168 or Marilyn.Jenkins@usda.gov.

The SIP also supports the Work Force Recruitment Program for College Students with Disabilities. For more information, please contact Terry Thir, USDA Disability Program Manager at (202) 720-1146 (voice), or (202) 720-6382 (TTY), or (202) 690-2345 (fax), or Terry.Thir@usda.gov (e-mail) about opportunities under WRP.

Because of the large volume of applications, only the individuals selected for a position will receive notification by May 2009. Additional positions may be announced for the summer. Please contact USDA's Student Educational Employment Program Managers who are listed on the Internet at <http://www.usda.gov/da/employ/StudentProgramManagers.htm> for information about these positions.



U. S. DEPARTMENT OF AGRICULTURE
2009 SUMMER INTERN PROGRAM

RESUME COVER SHEET

PLEASE SUBMIT A COPY OF THIS FORM WITH EACH RESUME/APPLICATION

Job Number: _____

Name: _____ **Social Security Number:** _____

Address: _____ **Phone:** (Home) _____
 (After April 15, 2009) _____
 _____ (Work) _____
 _____ (Cell) _____

School: _____ **Major:** _____

Total Credits Earned: (Quarter) _____ (Semester) _____
 (College transcript must be attached - student copy accepted) **Classification:** _____
 (Graduate Student, Senior, Junior, Sophomore, Freshman)

Number of Credits in Progress: _____ **Expected Graduation Date:** _____

Work Experience

1. **Position title:** _____
Date (From/To): _____
Employer's name: _____
Employer's address: _____
Supervisor's name and phone number: _____
2. **Position title:** _____
Date (From/To): _____
Employer's name: _____
Employer's address: _____
Supervisor's name and phone number: _____
3. **Position title:** _____
Date (From/To): _____
Employer's name: _____
Employer's address: _____
Supervisor's name and phone number: _____

REFERENCES WILL BE CONTACTED

General Information

Are you a U.S. citizen? No [] Yes []
 Do you claim veteran's preference? No [] Yes [] (You must attach your DD-214)

Signature: _____ **Date:** _____
 (Original signature is required for each resume cover sheet submitted)

Agency Use Only:
 Date Received: _____ Grade: _____ Date Selected: _____ # of Apps: _____

MARKETING AND REGULATORY PROGRAMS

Animal and Plant Health Inspection Service

“Protecting American agriculture” is the basic charge of the U. S. Department of Agriculture’s (USDA) Animal and Plant Health Inspection Service (APHIS). APHIS provides leadership in ensuring the health and care of animals and plants. The agency improves agricultural productivity and competitiveness and contributes to the national economy and the public health.



Animal and Plant Health Inspection Service

POSITION AND SALARY:

ANNOUNCEMENT NO: APHIS-SIP-01

Animal Health Technician, GS-0704-4/5/6/7
(\$28,379 - \$51,124 annually - Salary may vary depending upon geographical location)

LOCATION: USDA, Animal and Plant Health Inspection Service, Emergency Management and Diagnostics, Riverdale, Maryland

MAJOR DUTIES: The incumbent serves as an Animal Health Technician responsible for nonprofessional technical and specialized work involved in a variety of animal disease control and eradication programs. The selected applicant(s) will work in an office environment as part of a team of Emergency Management veterinarians and support personnel on issues related to highly contagious foreign animal disease preparedness and response.

DESIRED MAJOR/COURSE WORK: Veterinary medicine, veterinary science, animal science, microbiology, virology, bacteriology, biological sciences, epidemiology, computer technology (i.e., Microsoft Word, Microsoft PowerPoint, and database management), and technical writing.

POSITION AND SALARY:

ANNOUNCEMENT NO: APHIS-SIP-02

Administrative Assistant, GS-0303-5
(\$31,751 - \$41,271 annually - Salary may vary depending upon geographical location)

LOCATION: USDA, Animal and Plant Health Inspection Service, Emergency Management and Diagnostics, Richmond, Virginia

MAJOR DUTIES: Incumbent will receive telephone calls and visitors to the Area Office seeking information; receive and distribute incoming correspondence, reports, memorandums, and other materials; maintain routine correspondence and program records; retrieve automated files, reports, and correspondence; prepare and produce routine correspondence and reports; compose non-technical correspondence; type a variety of narrative and tabular material from rough draft and corrected copy; proofread/edit correspondence and documents for correct grammar, spelling, capitalization, punctuation, and format, using MS Word; perform general office and clerical tasks and provide backup to the Export Document Examiner/Secretary position.

DESIRED MAJOR/COURSE WORK: N/A

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: FEBRUARY 6, 2009

MAIL APPLICATION TO:

USDA, Animal and Plant Health Inspection Service

ATTN: Summer Intern Program

1400 Independence Avenue, SW, STOP 0758

Washington, DC 20250

CONTACT: Linda R. Blackmon, Human Resources Specialist, (202) 720-9176 FAX: (202) 690-2782

EMAIL: Linda.blackmon@aphis.usda.gov



Animal and Plant Health Inspection Service

POSITION AND SALARY:

Animal Health Technician, GS-0704-4
(\$28,379 - \$36,898 annually - Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: APHIS-SIP-03

LOCATION: USDA, Animal and Plant Health Inspection Service, Veterinary Services, Pickerington, Ohio

MAJOR DUTIES: The incumbent will be assisting Veterinary Medical Officers and Animal Health Technicians in a variety of duties relative to animal disease control and eradication. Duties include testing and inspecting livestock for evidence of disease; collecting and submitting blood samples; and tracing the origin of infected and exposed livestock. Duties will also include, but not be limited to, assisting with field and office activities associated with surveillance and outreach activities for National Animal Identification System and aquaculture, poultry, ruminant and swine disease programs and import-export activities.

DESIRED MAJOR/COURSE WORK: Majors in Veterinary Medicine, Veterinary Science, Animal Science, Biology or related fields.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 14, 2009

MAIL APPLICATION TO:

USDA, Animal and Plant Health Inspection Service

ATTN: Summer Intern Program

1400 Independence Avenue, SW, STOP 0758

Washington, DC 20250

CONTACT: Linda R. Blackmon, Human Resources Specialist, (202) 720-9176 FAX: (202) 690-2782

EMAIL: Linda.blackmon@aphis.usda.gov



Animal and Plant Health Inspection Service

POSITION AND SALARY:

Animal Health Technician, GS-0704-4/5/6/7
(\$28,379 - \$51,124 annually - Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: APHIS-SIP-04

LOCATION: USDA, Animal and Plant Health Inspection Service, Rio Grande City, Texas or Zapata, Texas

MAJOR DUTIES: Performs duties in support of the Cattle Fever Tick Eradication Program including but not limited to inspection of premises in and bordering the quarantine zone, inspection and treatment of livestock under quarantine or prior to movement, disinfection of equipment moving out of the quarantine zone, collects and makes tentative identification of ticks and mixes, tests and applies pesticide solutions.

DESIRED MAJOR/COURSE WORK: Animal Science, Biology, Pre-Veterinary Medicine, Veterinary Science, Agricultural Science, Chemistry, or Wildlife Management.

POSITION AND SALARY:

Biological Science Laboratory Aid/Tech, GS-404-3/4
(\$25,279 - \$32,863 annually - Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: APHIS-SIP-05

LOCATION: USDA, Animal and Plant Health Inspection Service, Veterinary Services, Baton Route, LA

MAJOR DUTIES: Receive and check blood samples forward to state/federal labs. Maintain inventory of lab glassware, chemicals, reagent vaccines, and other supplies used to conduct tests and receive and maintain identity of samples to be used.

DESIRED MAJOR/COURSE WORK: N/A

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: FEBRUARY 6, 2009

MAIL APPLICATION TO:

USDA, Animal and Plant Health Inspection Service

ATTN: Summer Intern Program

1400 Independence Avenue, SW, STOP 0758

Washington, DC 20250

CONTACT: Linda R. Blackmon, Human Resources Specialist, (202) 720-9176 FAX: (202) 690-2782

EMAIL: Linda.blackmon@aphis.usda.gov



Animal and Plant Health Inspection Service

POSITION AND SALARY:

File Clerk, GS-0305-4/5
(\$28,379 - \$41,271 annually - Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: APHIS-SIP-06

LOCATION: USDA, Animal and Plant Health Inspection Service, Veterinary Services, Ames, IA

MAJOR DUTIES: Standard office work providing clerical support.

DESIRED MAJOR/COURSE WORK: N/A

POSITION AND SALARY:

Computer Clerk, GS-0335-3
(Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: APHIS-SIP-07

LOCATION: USDA, Animal and Plant Health Inspection Service, Veterinary Services, Ames, IA

MAJOR DUTIES: Standard general office work with data entry and general computer skills.

DESIRED MAJOR/COURSE WORK: N/A

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: FEBRUARY 6, 2009

MAIL APPLICATION TO:

USDA, Animal and Plant Health Inspection Service
ATTN: Summer Intern Program
1400 Independence Avenue, SW, STOP 0758
Washington, DC 20250

CONTACT: Linda R. Blackmon, Human Resources Specialist, (202) 720-9176 FAX: (202) 690-2782

EMAIL: Linda.blackmon@aphis.usda.gov



Animal and Plant Health Inspection Service

POSITION AND SALARY:

(Veterinary Program Assistant, GS-0303-5/6/7
\$31,751 - \$51,124 annually - Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: APHIS-SIP-08

LOCATION: USDA, Animal and Plant Health Inspection Service, Veterinary Services, Riverdale, Maryland

MAJOR DUTIES: The incumbent will provide program support assistance to the Avian Influenza and Veterinary Accreditation programs located within NCAHP. Duties include inputting, retrieving, and/or consolidating data into computerized or manual national record keeping systems that are maintained as a Veterinary Services headquarters function; performing logistical support such as making travel arrangements; providing general clerical support and personal assistance to professional and/or managerial staff; and performing computerized word processing of program documents, major reports, and correspondence.

DESIRED MAJOR/COURSE WORK: N/A

POSITION AND SALARY:

Animal Health Technician, GS-0704-4/5
(\$28,379 - \$41,271 - Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: APHIS-SIP-09

LOCATION: USDA, Animal and Plant Health Inspection Service, The Centers for Epidemiology and Animal Health, Fort Collins, CO

MAJOR DUTIES: The incumbent analyzes data collected through national surveys of disease prevalence, production practices, etc., of specific food animals, e.g., dairy, swine, beef cow/calf. Assists veterinarians and epidemiologists in developing fact sheets with results of surveys and disease studies. The incumbent conducts extensive literature searches on various animal disease agents and writes reports summarizing findings. Assists veterinarians, epidemiologists, and economists in developing risk assessments dealing with livestock and livestock product import activities.

DESIRED MAJOR/COURSE WORK: N/A

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: FEBRUARY 6, 2009

MAIL APPLICATION TO:

USDA, Animal and Plant Health Inspection Service

ATTN: Summer Intern Program

1400 Independence Avenue, SW, STOP 0758

Washington, DC 20250

CONTACT: Linda R. Blackmon, Human Resources Specialist, (202) 720-9176 FAX: (202) 690-2782

EMAIL: Linda.blackmon@aphis.usda.gov

FARM AND FOREIGN AGRICULTURAL SERVICES

Farm Service Agency

The mission of the Farm Service Agency is to ensure a healthy and abundant supply of food and fiber while conserving our land, water and wildlife, and deliver services efficiently in order to protect the economic security of American farmers.

Risk Management Agency

The Risk Management Agency provides and supports cost-effective means of managing risk for agricultural producers in order to improve the economic stability of agriculture.



Farm Service Agency

POSITION AND SALARY:

ANNOUNCEMENT NO: FSA-STATES-2009

Clerk/Assistant (multiple positions) GS-303-2/3/4/5/6/7

Program Technician (multiple positions) GS-1101-2/3/4/5/6/7, (Salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), State/County Office *nationwide*. Exact location to be determined at later date. Not all States will have a position available. **Applicants MUST indicate the State(s) they are interested in, and submit separate application(s) for each State desired.**

MAJOR DUTIES: Provide assistance to senior specialists in day-to-day activities of State and county office operations that includes clerical support, office management, providing service to farmers and/or ranchers for loan processing and servicing, or administering farm programs.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Economics, Finance, Agriculture, Agribusiness, Business Management, or Marketing. Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Computer/word processing skills required.

POSITION AND SALARY:

ANNOUNCEMENT NO: FSA-KC-MSD-2009

Clerk/Assistant, GS-303-2/3/4/5/6/7, (Salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), Management Services Division, Kansas City, Missouri

MAJOR DUTIES: Provide assistance to senior level specialists in carrying out day-to-day activities that include various clerical and administrative support, office management, and word processing; provide assistance with accounting data or computer projects; and/or assist on special projects.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Agribusiness, Business Management, Property Management, Realty, Logistics, Space Utilization, Customer Service; Computer/word processing skills required.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 20, 2009

MAIL COMPLETE APPLICAIIONS TO:

USDA-FSA/KCHRO

ATTN: Summer Intern Program

P. O. Box 419205, Beacon Facility, Mail Stop 8398

Kansas City, Missouri 64141-6205

CONTACT: Carleen Dempsey (816) 823-2003, FAX: (816) 448-5802

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies *may* be authorized for out-of-state selectees. No transportation expenses will be authorized.



Farm Service Agency

POSITION AND SALARY:

ANNOUNCEMENT NO: FSA-KCCO-2009

Clerk/Assistant, GS-303-2/3/4/5/6/7

Program Assistant/Technician, GS-1101-2/3/4/5/6/7, (Salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), Kansas City Commodity Office, Kansas City, Missouri

MAJOR DUTIES: Provide assistance to senior level specialists in carrying out day-today activities that include various clerical and administrative support, office management, and word processing; provide assistance with accounting data or computer projects; and/or assist on special projects.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Agribusiness, Business Management, Property Management, Realty, Logistics, Space Utilization, Customer Service. Computer/word processing skills required.

POSITION AND SALARY:

ANNOUNCEMENT NO: FSA-KC-AMD-2009

Procurement Clerk, GS-1106-2/3/4/5/6/7, (Salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), Kansas City Acquisition Branch, Kansas City, Missouri

MAJOR DUTIES: Provide assistance to senior level specialists in carrying out day-today activities that include various clerical and administrative support and light purchasing support to an acquisition office.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods or Organization and Management. Computer/word processing skills required.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 20, 2009

MAIL COMPLETE APPLICAIIONS TO:

USDA-FSA/KCHRO

ATTN: Summer Intern Program

P. O. Box 419205, Beacon Facility, Mail Stop 8398

Kansas City, Missouri 64141-6205

CONTACT: Carleen Dempsey (816) 823-2003, FAX: (816) 448-5802

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies *may* be authorized for out-of-state selectees. No transportation expenses will be authorized.



Risk Management Agency

POSITION AND SALARY

ANNOUNCEMENT NO: RMA-HQ-SUM-09-01

Insurance Management Clerk/Assistant, GS-593-4/5/6/7
(\$13.50-\$18.85 - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA, Risk Management Agency (RMA), Washington, DC

MAJOR DUTIES: The incumbent performs work related to the Agency's reinsurance program and contract delivery of multiple peril crop insurance.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Economics, Finance, Business Administration or related disciplines. Computer/word processing skills required.

POSITION AND SALARY:

ANNOUNCEMENT NO: RMA-HQ-SUM-09-02

Financial Management Clerk/Assistant, GS-503-4/5/6/7
(\$13.50-\$18.85 - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA, Risk Management Agency (RMA), Washington, DC

MAJOR DUTIES: The incumbent is responsible for the performance of staff work conducting analyses in the review of the financial condition and operating capabilities of private insurance companies reinsured by Federal Crop Insurance Corporation (FDIC).

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in economics, finance, business administration or related disciplines. Computer/word processing skills required.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 20, 2009

MAIL APPLICATIONS TO:

USDA-FSA-HRD/DOB
Mail Stop 0596
ATTN: Summer Intern Program
1400 Independence Ave, S.W.
Washington, DC, 20250-0596
CONTACT: C. Mondina McClain, (202) 401-0515

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.



Risk Management Agency

POSITION AND SALARY:

ANNOUNCEMENT NO: RMA-HQ-SUM-09-03

Program Assistant, GS-303-4/5

Program Specialist, GS-301-7

(\$13.50-\$18.85 - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA, Risk Management Agency (RMA), Washington, DC

MAJOR DUTIES: The incumbent provides assistance in the evaluation of the policies and procedures related to the administration of the Agency's reinsurance program and contract delivery of multiple peril crop insurance.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Agriculture, Economics, Finance, Business Administration or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 20, 2009

MAIL APPLICATIONS TO:

USDA-FSA-HRD/DOB

Mail Stop 0596

ATTN: Summer Intern Program

1400 Independence Ave, S.W.

Washington, DC, 20250-0596

CONTACT: C. Mondina McClain, (202) 401-0515

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.



Risk Management Agency

POSITION AND SALARY

ANNOUNCEMENT NO: RMA-REGIONAL-09-01

Risk Management Clerk/Assistant, GS-1101-4/5/6/7, (Salary may vary depending upon geographical location)

LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific location(s) of interest, and **submit separate applications for each.** The locations include: *Billings, MT; Jackson, MS; Oklahoma City, OK; Raleigh, NC; Davis, CA; St. Paul, MN; Springfield, IL; Spokane, WA; Topeka, KS; Valdosta, GA*

MAJOR DUTIES: Assist Risk Management Specialist with a wide range of program activities which may include underwriting determinations, loss adjustment reviews, substantial involvement with Risk Management Education and Outreach partners, policy and procedural review and regional support of crop insurance deliverers. Provide a variety of administrative support services and limited program analysis and evaluation for the functions and activities of the office.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Agriculture, Economics, Finance, Business Administration or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.

POSITION AND SALARY:

ANNOUNCEMENT NO: RMA-REGIONAL-09-02

Program Clerk/Assistant, GS-303-4/5/6/7, (Salary may vary depending upon geographical location)

LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific location(s) of interest, and **submit separate applications for each.** The locations include: *Billings, MT; Jackson, MS; Oklahoma City, OK; Raleigh, NC; Davis, CA; St. Paul, MN; Springfield, IL; Spokane, WA; Topeka, KS; Valdosta, GA.*

MAJOR DUTIES: Assist Risk Management Specialist with a wide range of program activities which may include data collection and analysis, assisting with the actuarial filing process, participating and assisting with community outreach and education, and conducting preliminary assessments for actuarial requests.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Agriculture, Soil Science, Agribusiness, Economics, Finance or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 20, 2009

MAIL APPLICATIONS TO:

USDA-FSA-HRD/DOB
Mail Stop 0596
ATTN: Summer Intern Program
1400 Independence Ave, S.W.
Washington, DC, 20250-0596
CONTACT: C. Mondina McClain, (202) 401-0515

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.



Risk Management Agency

POSITION AND SALARY

ANNOUNCEMENT NO: RMA-COMPLIANCE-09-01

Compliance Clerk/Assistant, GS-1802-4/5/6/7, (Salary may vary depending upon geographical location)

LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific position(s) and location(s) of interest, and **submit separate applications for each**. The locations include: *Dallas, TX; Indianapolis, IN; Kansas City, MO; Raleigh, NC; Davis, CA; and St. Paul, MN*

MAJOR DUTIES: Assist Compliance Investigators with a wide range of program activities that may include onsite reviews and evaluations of Reinsured Companies to ensure compliance with FCIC approved policies, procedures and guidelines. Provide a variety of administrative support services and limited program analysis and evaluation for the functions and activities of the office. Enter and retrieve data using database and/or spreadsheet software.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Economics, Finance, Business Administration or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.

POSITION AND SALARY:

ANNOUNCEMENT NO: RMA-COMPLIANCE-09-02

Program Clerk/Assistant, GS-303-4/5/6/7, (Salary may vary depending upon geographical location)

LOCATION: USDA, Risk Management Agency (RMA): Applicants must identify the specific position(s) and location(s) of interest, and **submit separate applications for each**. The locations include: *Dallas, TX; Indianapolis, IN; Kansas City, MO; Raleigh, NC; Davis, CA; and St. Paul, MN*

MAJOR DUTIES: Assist Compliance Investigators with a wide range of program activities that may include review and process requests for written agreements, added land, and determined yields.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Agriculture, Agribusiness, or related disciplines. Knowledge and skill in the application of ESRI ArcGIS 9.2 products desirable. Computer/word processing skills required.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 20, 2009

MAIL APPLICATIONS TO:

USDA-FSA-HRD/DOB
Mail Stop 0596
ATTN: Summer Intern Program
1400 Independence Ave, S.W.
Washington, DC, 20250-0596
CONTACT: C. Mondina McClain, (202) 401-0515

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies may be authorized for out-of-state selectees. No transportation expenses will be authorized.



Risk Management Agency

POSITION AND SALARY:

Risk Management Clerk/Assistant, GS-1101-2/3/4/5/6/7
(Salary may vary depending on geographical location)

ANNOUNCEMENT NO: RMA-KC-SUM-09-03

LOCATION: USDA, Risk Management Agency (RMA), Kansas City, Missouri

MAJOR DUTIES: Provides assistance to senior level specialist in analyzing insurance policies and procedures, assist in conducting detailed analysis of producers yield records, and work with our regional offices and approved insurance providers to determine the validity of the producers submitted yields in order to determine if they qualify for exceptions to the maximum yield edit process.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Agricultural Journalism, Agricultural Economics, Mathematics. Computer/word processing skills required.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 20, 2009

MAIL APPLICATIONS TO:

USDA-FSA/KCHRO

ATTN: Summer Intern Program

P. O. Box 419205, Beacon Facility, Mail Stop 8398

Kansas City, Missouri 64141-6205

CONTACT: Carleen Dempsey (816) 823-2003, FAX: (816) 448-5802

NOTE: A limited number of positions will be available. Only selectees will be notified. Housing subsidies *may be* authorized for out-of-state selectees. *No* transportation expenses will be authorized.

NATURAL RESOURCES AND ENVIRONMENT

Natural Resources Conservation Service

The mission of the Natural Resources Conservation Service is to provide national leadership in the conservation and wise use of soil, water, and related resources through a balanced, cooperative program that protects, restores, and improves those resources.



Natural Resources Conservation Service

POSITION AND SALARY: **ANNOUNCEMENT NO: NRCS-AR-01**
Soil Conservation Aid/Technician, GS-458-2/3/4

LOCATION: Exact duty location in Arkansas to be determined.

- MAJOR DUTIES:**
- Gathers and assembles data for use in basic conservation plans.
 - Performs surveys used for design and preliminary layout work, participates in inspection of construction, and maintains field notes.
 - Accompanies resource specialists in various subject matter fields to observe methods used in meeting resource conservation needs.

POSITION AND SALARY: **ANNOUNCEMENT NO: NRCS-AR-02**
Soil Conservation Aid/Technician (Soil Scientist Trainee), GS-458-2/3/4

LOCATION: Exact duty location in Arkansas to be determined.

- MAJOR DUTIES:**
- Participates in soil surveys and field reviews and gathers data for defining map units.
 - Collects, tabulates, and analyzes soil survey data; collects soil samples.
 - Accompanies soil scientists to observe methods used in providing technical assistance for soil interpretations and special requests.

POSITION AND SALARY: **ANNOUNCEMENT NO: NRCS-AR-03**
Engineering Aid/Technician, GS-802-2/3/4

LOCATION: Exact duty location in Arkansas to be determined.

- MAJOR DUTIES:**
- Gathers basic data and field information used in the design of stabilization structure, flood-control projects, irrigation ditches, earth fills, and other projects.
 - Prepares cost estimates, specifications, and bills of materials.
 - Drafts engineering plans from design notes, sketches, and verbal instructions.
 - Accompanies field engineers to observe methods used in providing technical assistance for resource conservation projects.

OPENING DATE: DECEMBER 29, 2008
CLOSING DATE: MARCH 13, 2009

MAIL APPLICATION TO:
Natural Resources Conservation Service
Room 3416 Federal Building, 700 West Capitol Avenue
Little Rock, Arkansas 72201
CONTACT: Rose M. Webb, Special Emphasis Program Manager, (501) 301-3174
E-mail: rose.webb@ar.usda.gov



Natural Resources Conservation Service

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-NY-09-001

Soil Conservation Aid/Technician, GS-0499-3/4
(\$11.34 - \$12.73 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: Exact duty location in New York to be determined.

MAJOR DUTIES: Students will be offered a rewarding and career broadening experience with the Federal Service and NRCS. Students will work under direct supervision of Soil Conservationists in various field and indoor settings, and will receive training and an understanding of the field based activities required to administer, coordinate, and perform scientific work in a coordinated program of soil, water, and resource conservation which requires the application of a combination of agricultural sciences in order to bring about the proper land use and to improve the quality of the environment.

[] Access to public transportation [X] Vehicle Required

DESIRED MAJOR/COURSE WORK: Students studying soil conservation, agronomy, or a related agricultural or natural resource discipline.

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-NY-09-002

Soil Scientist Trainee, GS-0499-3/4
(\$11.34 - \$12.73 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: Exact duty location in New York to be determined.

MAJOR DUTIES: Students will be offered a rewarding and career broadening experience with the Federal Service and NRCS. Students will work under direct supervision of Soil Scientists in various field and indoor settings. Students will receive training, orientation and an understanding of the field based activities of the National Cooperative Soil Survey Program. Student will assist and contribute to the data collections and analyses processes of mapping soils and providing soil interpretations.

[] Access to public transportation [X] Vehicle Required

DESIRED MAJOR/COURSE WORK: Students studying Soil Science or related discipline.

OPENING DATE: DECEMBER 29, 2008
CLOSING DATE: FEBRUARY 15, 2009

MAIL APPLICATIONS TO:
USDA, Natural Resources Conservation Service
ATTN: Summer Intern Program
441 S. Salina Street, Ste 354, Room 520
Syracuse, NY 13202
Contact: Daniel Hall, (315) 477-6514
Email: Daniel.Hall@ny.usda.gov

NOTE: Job types available and the opening and closing dates are subject to change for Natural Resources Conservation Service – New York. Interest applicants should monitor either USA Jobs at www.usajobs.com or Student Jobs at www.studentjobs.gov to confirm positions and locations being offered.



Natural Resources Conservation Service

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-NY-09-003

Student Biological (Plants), GS-0499-3/4
(\$11.34 - \$12.73 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: Big Flats Plant Material Center, Corning, New York

MAJOR DUTIES: Students will be offered a rewarding opportunity assisting the Plant materials Center manager in carrying out plant materials activities of a coordinated soil and water conservation program. Students will perform certain phases of field work, seed cleaning operations of grasses, forbs, legumes and woody plant production, and distribution of seeds and plants. Student will work under direct supervision. Student will receive training, orientation and a comprehensive overview of many of the conservation programs managed by the Plant Material Center.

[] Access to public transportation [X] Vehicle Required

DESIRED MAJOR/COURSE WORK: Students studying Botany, Agronomy, Soil Conservation or a related agricultural or natural resource discipline.

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-NY-09-004

Engineering Aid/Technician (Civil or Agricultural Engineer Trainee), GS-0899-3/4
(\$11.34 - \$12.73 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: Exact duty location in New York to be determined.

MAJOR DUTIES: Gathers basic data and field information used in the design of stabilization structures, flood control projects, irrigation ditches, earth fills, and other projects. Prepares cost estimates, specifications, and bills of materials. Drafts engineering plans from design notes, sketches, and verbal instructions. Accompanies field engineers to observe methods used in providing technician assistance for resource conservation projects.

[] Access to public transportation [X] Vehicle Required

DESIRED MAJOR/COURSE WORK: Students studying Civil Engineering, Agricultural Engineering or Environmental Engineering.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 31, 2008

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service
ATTN: Summer Intern Program
441 S. Salina Street, Ste 354, Room 520
Syracuse, NY 13202
Contact: Daniel Hall, (315) 477-6514
Email: Daniel.Hall@ny.usda.gov

NOTE: Job types available and the opening and closing dates are subject to change for Natural Resources Conservation Service – New York. Interest applicants should monitor either USA Jobs at www.usajobs.com or Student Jobs at www.studentjobs.gov to confirm positions and locations being offered.



Natural Resources Conservation Service

POSITION AND SALARY: **ANNOUNCEMENT NO:** NRCS-NE-09-001

Soil Conservation Aid/Technician (Soil Conservationist Trainee), GS-0499-3/4
(\$11.34 - \$12.73 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: Exact duty location in Nebraska to be determined.

MAJOR DUTIES: Assist higher graded employees in working with land users to install conservation practices. Gathers and assembles data for use in basic conservation plans. Performs surveys used for design and preliminary layout work, participates in inspection of construction and maintains field notes. Accompanies resource specialists in various subject matter fields to observe methods used in meeting resource conservation needs.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Students studying soil conservation, agronomy, or a related agricultural or natural resource discipline.

POSITION AND SALARY: **ANNOUNCEMENT NO:** NRCS-NE-09-002

Soil Scientist Trainee, GS-0499-3/4
(\$11.34 - \$12.73 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: Exact duty location in New York to be determined.

MAJOR DUTIES: Participates in soil surveys and field reviews and gathers data for defining map units. Collects, tabulates, and analyzes soil survey data; collects soil samples. Accompanies soil scientists to observe methods used in providing technical assistance for soil interpretations and special requests.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Students studying Soil Science or related discipline.

POSITION AND SALARY: **ANNOUNCEMENT NO:** NRCS-NE-09-003

Engineering Aid/Technician (Civil or Agricultural Engineer Trainee), GS-0899-3/4
(\$11.34 - \$12.73 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: Exact duty location in Nebraska to be determined.

MAJOR DUTIES: Gathers basic data and field information used in the design of stabilization structure, flood control projects, irrigation ditches, earth fills, and other projects. Prepares cost estimates, specifications, and bills of materials. Drafts engineering plans from design notes, sketches, and verbal instructions. Accompanies field engineers to observe methods used in providing technician assistance for resource conservation projects.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Students studying Civil Engineering, Agricultural Engineering or Environmental Engineering.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: JANUARY 15, 2009

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service

ATTN: Summer Intern Program

100 Centennial Mall North, Federal Building, Room 152

Lincoln, NE 68508-3866

Contact: Pat McGrane, (402) 437-5328 - Email: pat.mcgrane@ne.usda.gov



Natural Resources Conservation Service

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-DE-SIP-01

Soil Conservationist Student Trainee, GS-0499-3/4
(\$11.34 - \$13.51 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA, Natural Resources Conservation Service (NRCS), Dover, Delaware

MAJOR DUTIES: This position provides experience in soil conservation work and qualifying experience for a professional position upon graduation from college. The duties are designed to provide experience in applying technical assistance and promoting proper land use, conservation and development to individuals and groups of farmers.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Agricultural, natural resource, or related discipline.

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-DE-SIP-02

Agricultural or Civil Engineer Trainee, GS-0899-3/4
(\$11.34 - \$13.51 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA, Natural Resources Conservation Service (NRCS), Dover, Delaware

MAJOR DUTIES: This position provides training in engineering and qualifying experience for a professional position upon graduation from college. The duties include civil engineering and related activities that assist in the planning, design and layout of engineering practices..

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Agricultural or Civil Engineering.

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 31, 2008

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service
ATTN: Summer Intern Program
1221 College Park Drive, Suite 100
Dover, DE 19904-8724
Contact: Karen Stubbs, (302) 678-4173, Fax: (302) 678-0836

RURAL DEVELOPMENT

Rural Development (RD) assists the people of rural America develop sustainable communities and improve their quality of life. RD helps rural communities build or improve community facilities, such as schools, health clinics, and fire stations and creates jobs by funding the growth and creation of rural businesses and cooperatives. RD also helps construct or extend utilities, including water, sewer, wastewater, electricity and telecommunications services. RD addresses the need of eliminating substandard housing in rural America by helping rural Americans buy, build, repair or rent decent and affordable housing.



Rural Development

POSITION AND SALARY:

ANNOUNCEMENT NO: RD-PA-SIP-09

Housing Clerk, Student Trainee, GS-0326-2/3/4
(\$21,691.00 - \$26,569.00 annually - Salary may increase due to General Schedule increase for FY09)

LOCATION: USDA, Rural Development (RD), Pennsylvania State Office, Harrisburg, PA

MAJOR DUTIES: This is a basic trainee position. Work assignments are given to acquaint the trainee with the types of loan and grant making and servicing work done in the Agency; policy and philosophy, and to relieve higher-graded loan specialists and related positions of same and routine work. The incumbent is under the technical and administrative supervision of the Housing Program Director. Responsibilities include imaging extensive backlog of borrower loan documentation and recording the appropriate borrower reference information for retrieval. Recommends changes to supervisor and team leader in processing methods and procedures for unusual or problem entries into the system as well as to correct problems in processing operations within the e comparison of costs of wastewater treatment technologies.

[X] Access to Public Transportation [] Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Business Administration, Finance, Economics, Accounting, Insurance, Engineering, Mathematics, Banking and Credit, Marketing, Law, Real Estate Operations, Statistics, or other fields related to the position are desired. **Please include college transcript with application.**

OPENING DATE: DECEMBER 29, 2008
CLOSING DATE: MARCH 30, 2009

MAIL APPLICATION TO:

USDA, Rural Development
Attention: Human Resources Division
1400 Independence Ave., SW, Mail Stop 0730, Room 1310
Washington, DC 20250-1571
Contact: Bernadette Miller, (202) 692-0199
Email: Bernadette.Miller@wdc.usda.gov



Rural Development

POSITION AND SALARY:

ANNOUNCEMENT NO: RD-UP-EES-01

Social Science Student Trainee (Historic Preservation) - GS-0199-4/5

(\$28,379 - \$31,751 annually - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA, Rural Development-Utilities Programs, Washington, DC

MAJOR DUTIES: This is a basic trainee position. Work assignments are given to acquaint the trainee with the statutory and regulatory requirements of the federal historic preservation program, especially Section 106 of the National Historic Preservation Act and its implementing regulations and agency policy; and to assist the agency's Federal Preservation Officer (FPO) in completing routine assignments and major projects. Work includes: Develops and uses templates to draft basic correspondence and memoranda; Assists FPO in managing review and development of statewide legal agreements; Provides administrative and technical support in training and guidance development, and meetings and conferences; and provides other support as needed.

[X] Access to public transportation [] Vehicle Required

DESIRED MAJOR/COURSE WORK: Upper level undergraduate student or graduate student majoring in Archeology, Historic Preservation, Anthropology or History is desired. **Please include a college transcript with the application.**

POSITION AND SALARY:

ANNOUNCEMENT NO: : RD-UP-EES-02

Student Trainee Physical Scientist (Environmental) – GS 1399-3/4

(\$25,279 - \$28,379 annually - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA, Rural Development-Utilities Programs, Washington, DC

MAJOR DUTIES: Work assignments are given to acquaint the trainee with the Agency's environmental review of energy (generation, transmission, and distribution), water, and wastewater proposals; familiarize the trainee with the National Environmental Policy Act (NEPA) and other related laws and regulations; and provide assistance to Environmental staff. Work may include: reviewing environmental reports to ensure compliance with NEPA; writing memoranda; conducting literature reviews; updating an environmental laws and policies library on Agency's Sharepoint site/webpage; and providing other administrative support.

[X] Access to public transportation [] Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in environmental science, ecology, natural resource management, planning, environmental law and policy, and other related fields are preferred. Familiarity with environmental policy is desired. **Please include a college transcript with the application.**

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 16, 2009

MAIL APPLICATION TO:

USDA, Rural Development
Attention: Human Resources Division
1400 Independence Ave., SW, Mail Stop 0730, Room 1310
Washington, DC 20250-1571
Contact: Bernadette Miller, (202) 692-0199
Email: Bernadette.Miller@wdc.usda.gov



Rural Development

POSITION AND SALARY:

Information Technology Student Trainee, GS-2299-3/4 - Temporary Full-time
(\$12.11- \$15.21 per hour - Salary may increase due to General Schedule increase for FY 2009)

ANNOUNCEMENT NO: RD-CP-01

LOCATION: USDA, Rural Development (RD), Business and Cooperative Programs, Washington, DC

MAJOR DUTIES: Assist senior staff with developing educational and training materials, outreach and marketing material, presentations, and web site material.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Applicants should have completed at least three years of undergraduate training by May 2009. Graduate students are also encouraged to apply. Applicants should be working on degrees in education, information technology, business, web site development, or related fields. **Preference will be given to applicants with a 3.0 GPA or higher.**

POSITION AND SALARY:

Social Science Student Trainee/Assistant, GS-4/5 - Temporary Full-time
(\$13.60 - \$15.21 per hour - Salary may increase due to General Schedule increase for FY 2009)

ANNOUNCEMENT NO: RD-CP-02

LOCATION: USDA, Rural Development (RD), Business and Cooperative Programs, Washington, DC

MAJOR DUTIES: Assist senior staff in developing and disseminating training products and services. The subject matter to be covered in this training is a) community development; and b) cooperative development.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Applicants should have completed at least three years of undergraduate training by May 2009. Graduate students are also encouraged to apply. Applicants should be working on degrees in economics, government, public policy, sociology, geography, or related fields. **Preference will be given to applicants with a 3.0 GPA or higher.**

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 16, 2009

MAIL APPLICATION TO:

USDA, Rural Development
Attention: Human Resources Division
1400 Independence Ave., SW, Mail Stop 0730, Room 1310
Washington, DC 20250-1571
Contact: Bernadette Miller, (202) 692-0199
Email: Bernadette.Miller@wdc.usda.gov

NOTE: Please send a cover letter, resume, transcript(s), short writing sample (2 pages), and contact information for three references.



Rural Development

POSITION AND SALARY:

ANNOUNCEMENT NO: RD-CP-03

Information Technology Student Trainee/Assistant
GS-099 - 4/5, Temporary - Full-time
(\$13.60 - \$15.21 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA, Rural Development (RD), Washington, DC

MAJOR DUTIES: Assist senior staff with organizing/cataloging paper based documents, reports, etc. for digital conversion (scanning) and assist in developing an efficient project announcement/score reporting system.

[X] Access to public transportation [] Vehicle Required

DESIRED MAJOR/COURSE WORK: Applicants should have completed at least three years of undergraduate training by May 2009. Graduate students are also encouraged to apply. Applicants should be working on a degree in computer and information science, information technology, business, economics, or related other related fields of study. **Preference will be given to applicants with a 3.0 GPA or higher.**

OPENING DATE: December 29, 2008

CLOSING DATE: March 16, 2009

MAIL APPLICATION TO:

USDA, Rural Development
Attention: Human Resources Division
1400 Independence Ave., SW, Mail Stop 0730, Room 1310
Washington, DC 20250-1571
Contact: Bernadette Miller, (202) 692-0199
Email: Bernadette.Miller@wdc.usda.gov



Rural Development

POSITION AND SALARY:

ANNOUNCEMENT NO: RD-MI-SUM-01

Loan Assistant Student Trainee, 1 Position, GS-1199-2/3/4/5
(\$10.39 - \$14.24 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA-Housing and Community Facilities Programs, East Lansing, Michigan

MAJOR DUTIES: This is a basic trainee position. Work assignments are given to acquaint the trainee with the types of loan making and servicing work done in the agency, its policy and philosophy, and to relieve higher-graded loan specialists and related positions of simple and routine work. Assignments typically consist of such work as participating in or observing the following: application reviews for Single-Family Housing (SFH) loans; credit risk factor evaluations and making recommendations as to the approval or disapproval of housing loans and guarantees; technical assistance to SFH borrowers; advising and directing applicants and borrowers regarding possible actions to be taken, financial management of loans, family budgets, real estate values, and other sources of available assistance. Marketing and outreach will be a key component of this position.

DESIRED MAJOR/COURSE WORK: Undergraduate or graduate students majoring in Business Administration, Finance, Economics or Agricultural Business. Please submit a resume and transcript(s).

POSITION AND SALARY:

ANNOUNCEMENT NO: RD-MI-SUM-02

Administration & Office Support Student Trainee, 1 Position, GS-399-2/3/4/5
(\$10.39 - \$14.24 per hour - Salary may increase due to General Schedule increase for FY 2009)

LOCATION: USDA, Housing and Community Facilities Programs, East Lansing, Michigan

MAJOR DUTIES: This is a basic trainee position. Work assignments are given to acquaint the trainee with providing specialized clerical and technical support for contract solicitations and to assist with line/staff program evaluations that determine their effectiveness in meeting established goals and objectives to improve the timeliness and accuracy of contract solicitations and program delivery as well as to prevent fraud, waste, and abuse.

DESIRED MAJOR/COURSE WORK: Undergraduate or graduate students majoring in General Business, Business Administration, Finance, Economics or Agricultural Business. Please submit a resume and transcript(s).

OPENING DATE: DECEMBER 29, 2008

CLOSING DATE: MARCH 30, 2009

MAIL APPLICATION TO:

USDA, Rural Development
Attention: Human Resources Division
1400 Independence Ave., SW, Mail Stop 0730, Room 1310
Washington, DC 20250-1571
Contact: Bernadette Miller, (202) 692-0199
Email: Bernadette.Miller@wdc.usda.gov

NOTE: Please send a cover letter, resume, transcript(s), short writing sample (2 pages), and contact information for three references.