

For: All FFAS Offices

Hispanic Serving Institution (HSI) Liaison Officers

Approved by: Deputy Administrator, Management



1 Overview

A

Background

USDA has established USDA Liaison Officers to strengthen the USDA partnership with HSI's. HSI's are accredited institutions of higher education with at least 25 percent or more total undergraduate Hispanic full-time student enrollment.

The USDA Liaison Officers have been established as a result of an agreement between USDA and the Hispanic Association of Colleges and Universities (HACU) leadership group.

B

Liaison Officer Responsibilities

The USDA Liaison Officers:

- promote and increase awareness of USDA agencies, opportunities, programs, and mission areas
- provide information about USDA to university personnel, students, and the community
- identify, inform, and assist students in internship and job placement opportunities with USDA.

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Disposal Date October 1, 2002	Distribution All FAS, RMA, and FSA Offices; State Offices relay to County Offices
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1 Overview (Continued)

C
HSI Liaison Officers

The USDA Liaison Officers are a part of the USDA Office of Hispanic Serving Institutions National Programs (HSINP) staff. There are currently four USDA Liaison Officers, serving under an HSINP Executive Director. Additional USDA Liaison Officer positions are planned to be established in FY 2002.

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Note: Although Liaison Officers primarily work with HSI's in their geographic area, they are available to assist in any area of the country.

D
Purpose

This notice announces the USDA Liaison Officers.

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2 Action

A Managerial and Supervisory Action

Managers and supervisors may contact the USDA Liaison Officers for assistance in publicizing programs and employment opportunities. Ultimately, the goal is to establish a strong working partnership between USDA agencies and the institutions of higher education.

B HRD and KC Personnel Division Action

HRD and the KC Personnel Division are also available to assist managers and supervisors in outreach efforts to underserved communities when filling vacancies.
