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December 26, 2007

Welcome 2008 Interns:

The U.S. Department of Agriculture (USDA) is pleased to announce the 2008 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 thirty-nine 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!

A handwritten signature in black ink that reads "Roberta D. Purcell". The signature is written in a cursive, flowing style.

Roberta D. Purcell
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. However, for vacancy announcements listed in Foreign Agricultural Service, please apply online at www.usajobs.com. **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 <i>superior academic achievement</i> . (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 the individual contact name on the position announcement or 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 2008. 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
2008 SUMMER INTERN PROGRAM

RESUME COVER SHEET

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

Job Number: _____

Name: _____

Social Security Number: _____

Address: _____
(After April 15, 2008)

Phone: (Home) _____

(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: _____

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.

Foreign Agricultural Service

The mission of the Foreign Agricultural Service is to advance interests of the agricultural community and the general public by working to develop and expand foreign markets for U.S. food and agricultural products.

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-HQ-SUM-08-01

Computer Clerk/Assistant, GS-334-3/4/5/7

(\$11.59-\$18.04/hour - Salary may increase due to General Schedule increase for FY 2008)

LOCATION: USDA, Farm Service Agency (FSA), Washington, DC

MAJOR DUTIES: Duties may include assisting senior specialists with Internet/Intranet server maintenance, web page development, IT customer support, using and troubleshooting software and assistance with other IT projects as needed. Assignments may also include: Database management and spreadsheet manipulation and use of basic and intermediate IT programs; Utilizing geodatabases, shapefiles, satellite imagery and maps helpful for some positions.

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: Information Technology/Computer Science, Oracle Database Administration, experience with remote sensing methods, relational databases and web publishing.

POSITION AND SALARY:

ANNOUNCEMENT NO: FSA-HQ-SUM-08-02

Accounting Clerk/Assistant, GS-503-3/4/5/7

Budget Clerk/Assistant, GS-561-3/4/5/7

(\$11.59-\$18.04/hour - Salary may increase due to General Schedule increase for FY 2008)

LOCATION: USDA, Farm Service Agency (FSA), Washington, DC. (Accounting offices located in Alexandria, VA)

MAJOR DUTIES: Provides assistance to senior level specialists in carrying out day-to-day activities. May assist senior level specialists with activities and work associated with the Federal budget planning and execution process. Tabulates or posts data from source documents to work sheets or spread sheets or other records. May perform limited data collection and analysis pertaining to specific projects. May be assigned special projects related to discipline. May perform routine accounting and auditing assignments and 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: Accounting, Finance, Business Management. Computer/word processing skills required.

OPENING DATE: December 26, 2007

CLOSING DATE: March 14, 2008

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 Jolley, (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.

Farm Service Agency

POSITION AND SALARY:

Program Clerk/Assistant, GS-303-3/4/5/7
Management Clerk/Assistant, GS-344-3/4/5/7

(\$11.59-\$18.04/hour - Salary may increase due to General Schedule increase for FY 2008)

ANNOUNCEMENT NO: FSA-HQ-SUM-08-03

LOCATION: USDA, Farm Service Agency (FSA), Washington, DC

MAJOR DUTIES: Provides assistance to senior level specialists in planning, developing, and evaluating policy and program initiatives. May coordinate meetings and focus groups; developing presentations; and compiling reports. May assist in the development of charts, and draft letters.

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: Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Students majoring in Agriculture, Business Management, Economics, Finance, or related disciplines. Computer/word processing skills required.

POSITION AND SALARY:

Administrative Support Clerk, GS-303-3/4/5/7

(\$11.59-\$18.04/hour - Salary may increase due to General Schedule increase for FY 2008)

ANNOUNCEMENT NO: FSA-HQ-SUM-08-04

LOCATION: USDA, Farm Service Agency (FSA), Washington, DC

MAJOR DUTIES: Provides assistance to office staff associated with the operation of the office. Assignments may include gathering and consolidating data; typing correspondence, records or reports; and copying materials, and performing receptionist duties.

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: No required major; applicants for GS-4 and above must be able to type 40 wpm. Computer/word processing skills required.

OPENING DATE: December 26, 2007

CLOSING DATE: March 14, 2008

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 Jolley, (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.

Farm Service Agency

POSITION AND SALARY:

Program Clerk/Technician (multiple positions), GS-303-3/4/5/7
(Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: FSA-STATES-2008

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; computer skills required. Knowledge and skill in the application of ESRI ArcGIS 8.3 products desirable. Computer/word processing skills required.

POSITION AND SALARY:

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

ANNOUNCEMENT NO: FSA-KC-MSD-2008

LOCATION: USDA, Farm Service Agency (FSA), Kansas City 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 and computer skills required.

OPENING DATE: December 26, 2007

CLOSING DATE: March 14, 2008

MAIL APPLICATIONS TO:

USDA-FSA-KCHRO
Beacon Facility – Mail Stop 8398
PO Box 419205
Kansas City, MO 64141-6205
ATTN: Carleen Dempsey
PHONE: 816-823-2003
FAX: 816-449-5802

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:

Personnel Assistant, GS-203-2/3/4/5/7

(Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: FSA-KCHRO-2008

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

WORK BACKGROUND: Experience that involves applying office methods to provide clerical support to a human resources office. In addition, experience that demonstrates knowledge of grammar and punctuation to prepare correspondence, memorandums, and other documents utilizing word processing and other automated systems i.e., Excel.

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: Human resources, public administration, political science, business administration, psychology or education. Computer/word processing skills required.

POSITION AND SALARY:

Computer Clerk/Assistant, GS-335-2/3/4/5/7

(Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: FSA-KCITSD-2008

LOCATION: USDA, Farm Service Agency (FSA), Kansas City Information Technology Services Division (KCITSD), Kansas City, Missouri

MAJOR DUTIES: Assist senior level specialist in design of software applications to meet business or scientific requirements or the Business Case Management practices for justifying and managing automated systems.

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: Computer Information Sciences (or equivalent) majors with coursework or experience in using software development tools like JAVA, WebSphere, Object Oriented Design and Programming, Relational Database Design, Network Design, Windows Operating System environment, Unix Operating Environment, GIS applications, etc.

OPENING DATE: December 26, 2007

CLOSING DATE: March 14, 2008

MAIL APPLICATIONS TO:

USDA-FSA-KCHRO
Beacon Facility – Mail Stop 8398
PO Box 419205
Kansas City, MO 64141-6205
ATTN: Carleen Dempsey
PHONE: 816-823-2003
FAX: 816-449-5802

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-STL-FMD-2008

Accounting Clerk/Technician, GS-525-2/3/4/5/7
Financial Clerk/Assistant, GS-503-2/3/4/5/7
(Salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), Farm Loan Operations Office, St. Louis, Missouri

MAJOR DUTIES: Provides assistance to senior level accountants in carrying out day-to-day activities which includes various word processing and excel spreadsheet tasks; provides assistance with accounting data or computer projects and/or assists on special projects. Microsoft Office computer skills required.

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: Finance, Accounting, Agriculture, Agribusiness, or Business Management.

POSITION AND SALARY:

ANNOUNCEMENT NO: FSA-KC-FMD-2008

Accounting Clerk/Technician, GS-525-2/3/4/5/7
Financial Clerk/Assistant, GS-503-2/3/4/5/7
(Salary may vary depending upon geographical location)

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

MAJOR DUTIES: Assist the Financial Services Centers staff in various areas of financial and clerical activity to include review, analysis and tracking of financial data as it processes through the accounting systems. Incumbent may also be involved in updating and filing (manual or electronic) the Centers records supporting the business of the organization. Microsoft Office computer skills required.

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: Finance, Accounting, Agribusiness, or Business Management.

OPENING DATE: December 26, 2007

CLOSING DATE: March 14, 2008

MAIL APPLICATIONS TO:

USDA-FSA-KCHRO
Beacon Facility – Mail Stop 8398
PO Box 419205
Kansas City, MO 64141-6205
ATTN: Carleen Dempsey
PHONE: 816-823-2003
FAX: 816-449-5802

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-2008

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

(Salary may vary depending upon geographical location)

LOCATION: USDA, Farm Service Agency (FSA), Kansas City Commodity Office (KCCO), 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 and computer skills required.

POSITION AND SALARY:

ANNOUNCEMENT NO: RMA-KC-SUM-08-03

Risk Management Clerk/Assistant, GS-1101-2/3/4/5/7

(\$8.96-\$15.21 - Salary may increase due to General Schedule increase for FY 2008)

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

MAJOR DUTIES: Provides assistance to senior level specialist in analyzing insurance policies and procedures, assists in conducting detailed analysis of producers yield records, and works 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 desirable.

OPENING DATE: December 26, 2007

CLOSING DATE: March 14, 2008

MAIL APPLICATIONS TO:

USDA-FSA-KCHRO
Beacon Facility – Mail Stop 8398
PO Box 419205
Kansas City, MO 64141-6205
ATTN: Carleen Dempsey
PHONE: 816-823-2003
FAX: 816-449-5802

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.



Foreign Agricultural Service

POSITION AND SALARY:

ANNOUNCEMENT NO: UF158984NS

Economic Assistant (Multiple Positions), GS-119-4/7

(\$13.01-\$18.04/hour - Salary may increase due to General Schedule increase for FY 2008)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Develop information and data on production, prices, utilization, trade and consumption of agricultural products. Compilation and analysis of, but not limited to, global economic information, financial data, international legal and banking systems, etc. Consolidate and summarize information supplied by various sources. Prepare charts and tabulations of material, develop statistical and other type reports for use by economists in their professional analyses and considerations, and develop simple text material to explain data compiled. Database management and spreadsheet manipulation and use of basic IT programs.

Access to Public Transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Economics/Finance/Business Administration/Agri-Business.

POSITION AND SALARY:

ANNOUNCEMENT NO: UF158985NS

Agricultural Marketing Assistant (Multiple Positions), GS-1199-4/7

(\$13.01-\$18.04/hour - Salary may increase due to General Schedule increase for FY 2008)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Assists professional staff by performing the less difficult research duties relative to the assembly, analysis, interpretation and preparation of data and reports for use by trade projects specialist and others in FAS. Drafts reports, proposals and plans which relates to the objective of the project. Under close guidance, reviews programs and evaluates reports to determine the extent to which marketing plans were carried out, agreed upon goals that were reached, the reasons for successes or failures, lessons learned from these experiences, and their possible application to present and future projects.

Access to Public Transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Agricultural Marketing/Marketing/Business Administration

OPENING DATE: December 26, 2007

CLOSING DATE: February 11, 2008

FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE VISIT FAS ON THE WEB AT: WWW.USAJOBS.COM

For more information, please contact: Nikia Sizer, Phone: (202) 401-0176, Fax (202) 205-9017



Foreign Agricultural Service

POSITION AND SALARY:

ANNOUNCEMENT NO: UF158986NS

International Trade Assistant (Multiple Positions)

GS-1199-4/7 (\$13.01-\$18.04/hour - Salary may increase due to General Schedule increase for FY 2008)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Assist senior specialists in: 1) developing programs involving international trade and marketing 2) developing policy responses to foreign regulatory actions and 3) providing advisory services to foreign producers, importers, exporters, and processors on agricultural marketing and/or trade policies, practices, and programs. Experience using analytical methods to select, organize, and evaluate data and information and develop preliminary conclusion. Experience writing internal program-related material. Database management and spreadsheet manipulation and use of basic IT programs.

Access to Public Transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Agricultural Economics/International Trade Policy/Food Science

POSITION AND SALARY:

ANNOUNCEMENT NO: UF158987NS

Management Assistant (Multiple Positions), GS-344-4/7

(\$13.01-\$18.04/hour - Salary may increase due to General Schedule increase for FY 2008)

LOCATION: USDA, Foreign Agricultural Service, Washington, DC 20250

MAJOR DUTIES: Assistants receive varied assignments in support of management and program analysis. Duties could include: gathering a variety of program operational data in such areas as workload, work force utilization, industry conditions, trade capacity building and technical assistance programs, maintaining tracking and logging systems and case files related to resources management, inspection, and enforcement activity, analyzing data and other administrative duties as needed. Database management and spreadsheet manipulation and use of basic IT programs.

Access to Public Transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Business Administration, General studies, Computer Science, analytical and customer service skills.

OPENING DATE: December 26, 2007

CLOSING DATE: February 11, 2008

FOR APPLICATION INSTRUCTIONS, ELIGIBILITY REQUIREMENTS, AND TO APPLY ON-LINE, PLEASE VISIT FAS ON THE WEB AT: WWW.USAJOBS.COM

For more information, please contact: Nikia Sizer, Phone: (202) 401-0176, Fax (202) 205-9017



Risk Management Agency

POSITION AND SALARY:

Insurance Management Clerk/Assistant, GS-593-4/5/7
(\$13.01-\$18.04 - Salary may increase due to General Schedule increase for FY 2008)

ANNOUNCEMENT NO: RMA-HQ-SUM-08-01

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 desirable.

POSITION AND SALARY:

Financial Management Clerk/Assistant, GS-503-4/5/7
(\$13.01-\$18.04 - Salary may increase due to General Schedule increase for FY 2008)

ANNOUNCEMENT NO: RMA-HQ-SUM-08-02

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 desirable.

OPENING DATE: December 26, 2007

CLOSING DATE: March 14, 2008

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 Jolley, (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-1101-4/5/7
(\$10.98-\$15.21 - Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: RMA-REGIONAL-08-01

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: Assisting Risk Management Specialist with a wide range of program activities including 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. Providing 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 8.3 products desirable. Computer/word processing skills desirable.

POSITION AND SALARY:

Program Clerk/Assistant, GS-303-4/5/7
Management Clerk/Assistant, GS-344-4/5/7
(\$10.98-\$15.21 - Salary may vary depending upon geographical location)

ANNOUNCEMENT NO: RMA-COMPLIANCE-08-01

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: Assisting 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. Provides a variety of administrative support services and limited program analysis and evaluation for the functions and activities of the office. Enters and retrieves 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 8.3 products desirable. Computer/word processing skills desirable.

OPENING DATE: December 26, 2007

CLOSING DATE: March 14, 2008

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 Jolley, (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:

Computer Assistant, GS-335-2/3/4/5/7

(\$8.96-\$15.21 - Salary may increase due to General Schedule increase for FY 2008)

ANNOUNCEMENT NO: RMA-KC-SUM-08-01

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

MAJOR DUTIES: Assists senior level specialist in developing GIS applications. May assist in developing customized ESRI ArcServer 8.3 (or higher) applications, using Visual Studio VB.NET. Utilizing a working knowledge of ArcSDE geodatabase structures helpful for some positions.

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: Information Technology, Computer Science, Oracle Database Administration. Computer/word processing skills desirable.

POSITION AND SALARY:

Accounting Clerk/Technician, GS-525-2/3/4/5/7

(\$8.96-\$15.21 - Salary may increase due to General Schedule increase for FY 2008)

ANNOUNCEMENT NO: RMA-KC-SUM-08-02

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

MAJOR DUTIES: Assists senior level specialist in analyze accounting documents, approving administrative payment vouchers and reviewing cost center verification reports for accuracy and completeness.

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. Computer/word processing skills desirable.

OPENING DATE: December 26, 2007

CLOSING DATE: March 14, 2008

MAIL APPLICATIONS TO:

USDA-FSA-KCHRO
Beacon Facility – Mail Stop 8398
PO Box 419205
Kansas City, MO 64141-6205
ATTN: Carleen Dempsey
PHONE: 816-823-2003
FAX: 816-449-5802

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

FOOD, NUTRITION, AND CONSUMER SERVICES

Food and Nutrition Service

The mission of the Food and Nutrition Service is to reduce hunger and food insecurity in partnership with cooperating organizations by providing children and needy people access to food, a healthful diet, and nutrition education in a manner that supports American agriculture.

Food and Nutrition Service

POSITION AND SALARY:

Program Assistant, GS-303-3/4/5
(\$12.18 - \$15.29 per hour)*

ANNOUNCEMENT NO: MA-SIP-08

POSITIONS AVAILABLE: 2 or 3

LOCATION: USDA, Food and Nutrition Service, Mid Atlantic Region, Mercer Corporate Park, 300 Corporate Blvd, Robbinsville, NJ 08691

MAJOR DUTIES: Assists Program Specialists in administering the FNS food assistance programs. Performs research writing, and analytical duties as well as provides clerical support to staff.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Business Administration, Finance, Accounting, Marketing, Information Technology, Public Administration, Political Science, Social Work, Communications, Nutrition, Psychology, Foreign Languages, Liberal Arts.

* Rates quoted are for 2007 New York – Northern New Jersey area. These rates will change in January 2008.

OPENING DATE: December 26, 2007

CLOSING DATE: March 2, 2008

MAIL APPLICATIONS TO:

USDA, Food and Nutrition Service
ATTN: Summer Intern Program
Mercer Corporate Park
300 Corporate Blvd.
Robbinsville, NJ 08691
Contact: Michele Sazo, (609) 259-5061



Food and Nutrition Service

POSITION AND SALARY:

Program Assistant (bilingual – English/Spanish), GS-303-4/5/7
(\$13.36 – 18.52 per hour)*

ANNOUNCEMENT NO: MW-SIP-08

LOCATION: USDA, Food and Nutrition Service (FNS), Midwest Region, Food Stamps Program 77 W. Jackson Blvd., FL 20, Chicago, IL 60604-3591

MAJOR DUTIES: Work with one of the nutrition programs administered by FNS such as Food Stamps, WIC, Summer Food Service or in financial management, civil rights or field operations. Assist with outreach efforts. Assist with scanning and related e-filing. Assist with planning and organizing meetings/conferences. Assist with review of manuals and regulations. Assist with collecting information and data from different sources. Assist with data input for various tracking systems. Assist with financial projects.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Liberal Arts, Law, Marketing, Communications, Spanish, Political Science, Computer Software, Accounting, Business Administration, Public Relations

* Rates are for 2007 Chicago Locality area and may increase in 2008. Travel and housing subsidies WILL NOT be Paid.

OPENING DATE: December 26, 2007

CLOSING DATE: March 31, 2008

MAIL APPLICATIONS TO:

USDA, Food and Nutrition Service
ATTN: Summer Intern Program
Midwest Regional Office
77 W. Jackson Blvd., FL 20
Chicago, IL 60604-3591
Contact: Peggy Gau, (312) 353-1456



Food and Nutrition Service

POSITION AND SALARY:

Food Stamp Program Assistant/Specialist, GS-303-5 or GS-303-7

ANNOUNCEMENT NO: NE-SIP-2008F

LOCATION: Northeast Regional Office, 10 Causeway Street, Room 50, Boston, MA 02222

MAJOR DUTIES: Individual will assist in food stamp certification policy and/or other special projects.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Business Administration, Finance, Accounting, Marketing, Information Technology, Public Administration, Political Science, Social Work, Communications, Nutrition, Psychology, Foreign Languages, Liberal Arts.

POSITION AND SALARY:

WIC Program Assistant/Specialist, GS 5 or GS 7

ANNOUNCEMENT NO: NE-SIP-2008W

LOCATION: Northeast Regional Office, 10 Causeway Street, Room 50, Boston, MA 02222

MAJOR DUTIES: Individual will assist in the development of systems to monitor the State agency implementation of the WIC Program Final Food Package Rule. Individual will assist the nutritionist in developing promotional materials for Food Package Rule and Value Enhanced Nutrition Assessment (VENA). This includes the development of technical assistance materials and monitoring NERO's PartnerWeb site.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSEWORK: Nutrition and/or Program Evaluation, preferred.

OPENING DATE: December 26, 2007

CLOSING DATE: February 29, 2008

MAIL APPLICATIONS TO:

USDA, Food and Nutrition Service
ATTN: Summer Intern Program
Northeast Regional Office
10 Causeway Street, Room 50
Boston, MA 02222
Contact: Cheryl Fogerty, (617) 565-6379

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:

Soil Conservation Aid/Technician, GS-458-2/3/4

ANNOUNCEMENT NO: NRCS-AR-01

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:

Soil Conservation Aid/Technician (Soil Scientist Trainee), GS-458-2/3/4

ANNOUNCEMENT NO: NRCS-AR-02

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:

Engineering Aid/Technician, GS-458-2/3/4

ANNOUNCEMENT NO: NRCS-AR-03

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, earthfills, 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 26, 2007

CLOSING DATE: MARCH 14, 2008

MAIL APPLICATION TO:

Natural Resources Conservation Service
ATTN: Summer Intern Program
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-ME-001
Soil Conservation Aid/Technician (Soil Scientist Trainee), GS-458-3/4
(\$11.01 - \$12.36 per hour) – Salary may increase due to General Schedule Increase for FY 2008)

LOCATION: Presque Isle, Maine

MAJOR DUTIES: Assist higher graded employees by collecting soil samples for verification of field observations, data entry and compilation.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Soil Science or a closely related discipline.

POSITION AND SALARY: **ANNOUNCEMENT NO:** NRCS-ME-002
Soil Conservation Aid/Technician (Soil Conservationist Trainee), GS-458-3/4
(\$11.01 - \$12.36 per hour) – Salary may increase due to General Schedule Increase for FY 2008)

LOCATION: Augusta and Lewiston, Maine

MAJOR DUTIES: Assist higher graded employees in working with land users to install conservation practices.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Soil Conservation or a related agricultural or natural resource discipline.

POSITION AND SALARY: **ANNOUNCEMENT NO:** NRCS-ME-003
Visual Information Assistant (Student Trainee), GS-326-3/4
(\$11.01 - \$12.36 per hour) – Salary may increase due to General Schedule Increase for FY 2008)

LOCATION: Bangor, Maine

MAJOR DUTIES: Writes feature stories, assists field offices and state office with public affairs activities. Gathers and proofreads information for use by information staff for recruiting publications, such as brochures, fact sheets, posters and displays.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in Agricultural Journalism, Communications or Public Affairs.

OPENING DATE: DECEMBER 26, 2007
CLOSING DATE: FEBRUARY 29, 2008

MAIL APPLICATION TO:

Natural Resources Conservation Service
ATTN: Summer Intern Program
967 Illinois Avenue, Suite 3
Bangor, ME 04401
CONTACT: Janice Leons, (207) 990-9501
E-mail: Janice.leons@me.usda.gov



Natural Resources Conservation Service

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-RI-01

Soil Conservation Aide (Temporary Appointment, needed May – September, 2008),
GS-456-2/3 (\$10.84 - \$11.83 per hour)

LOCATION: USDA, Natural Resources Conservation Service (NRCS), 60 Quaker Lane, Warwick, RI

MAJOR DUTIES: Receives training in the application of soil and water conservation practices and principles used in NRCS as a member of the Conservation Planning Team. Typical workweek includes tasks in the field working with small livestock operations, agricultural producers, and/or wildlife habitat projects as well as administrative and other light duties in the office. Training and tasks will include the use of Microsoft Office products, Global Positioning Systems (GPS), and Geographic Information Systems (GIS) software. Duties and tasks may be assigned by other teams including Resources, Soils and Engineering with concurrence of supervisor.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in soil conservation, natural resources, agriculture, biology or related discipline.

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-RI-02

Soil Conservation Aide/Technician (Temporary Appointment, needed May – September, 2008)
GS-456-3/4/5 (\$11.83 - \$14.85 per hour)

LOCATION: USDA, Natural Resources Conservation Service, 60 Quaker Lane, Warwick, RI

MAJOR DUTIES: Receives training in the application of soil and water conservation practices and principles used in NRCS as a member of the Conservation Planning Team. Typical workweek includes tasks in the field working with small livestock operations, agricultural producers, and/or wildlife habitat projects as well as administrative and other light duties in the office. Training and tasks will include the use of Microsoft Office products, Global Positioning Systems (GPS), and Geographic Information Systems (GIS) software. Duties and tasks may be assigned by other teams including Resources, Soils and Engineering with concurrence of supervisor.

Access to public transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in soil conservation, natural resources, agriculture, biology or related discipline.

OPENING DATE: December 26, 2007
CLOSING DATE: March 31, 2008

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service
ATTN: Summer Intern Program
451 West Street
Amherst, MA 01002
Contact: Melissa Marince, (413) 253-4392



Natural Resources Conservation Service

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-RI-03

Biological Science Aide/Technician (Temporary Appointment, needed May – September, 2008)

GS-404-3/4/5 (\$11.83 - \$14.85 per hour)

LOCATION: USDA, Natural Resources Conservation Service, 60 Quaker Lane, Warwick, RI

MAJOR DUTIES: Receives training in the application of soil and water conservation practices and principles used in NRCS as a member of the Conservation Planning Team. Typical workweek includes tasks in the field working with small livestock operations, agricultural producers, and/or wildlife habitat projects as well as administrative and other light duties in the office. Training and tasks will include the use of Microsoft Office products, Global Positioning Systems (GPS), and Geographic Information Systems (GIS) software. Duties and tasks may be assigned by other teams including Resources, Soils and Engineering with concurrence of supervisor.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in soil conservation, natural resources, agriculture, biology or related discipline.

POSITION AND SALARY:

ANNOUNCEMENT NO: NRCS-RI-04

Engineering Aide (Temporary Appointment, needed May – September, 2008)

GS-802-2 (\$10.84 per hour)

LOCATION: USDA, Natural Resources Conservation Service, 60 Quaker Lane, Warwick, RI

MAJOR DUTIES: Receives training in the application of soil and water conservation practices and principles used in NRCS as a member of the Conservation Planning Team. Typical workweek includes tasks in the field working with small livestock operations, agricultural producers, and/or wildlife habitat projects as well as administrative and other light duties in the office. Training and tasks will include the use of Microsoft Office products, Global Positioning Systems (GPS), and Geographic Information Systems (GIS) software. Duties and tasks may be assigned by other teams including Resources, Soils and Engineering with concurrence of supervisor.

Access to public transportation

Vehicle Required

DESIRED MAJOR/COURSE WORK: Students majoring in soil conservation, natural resources, agriculture, biology or related discipline.

OPENING DATE: December 26, 2007

CLOSING DATE: March 31, 2008

MAIL APPLICATIONS TO:

USDA, Natural Resources Conservation Service
ATTN: Summer Intern Program
451 West Street
Amherst, MA 01002
Contact: Melissa Marince, (413) 253-4392

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:

Environmental Engineer or Civil Engineer, GS-0899-3/4

ANNOUNCEMENT NO: RUS-EES-07

LOCATION: USDA, Rural Development Utilities Programs (Rural Utilities Service), Washington, DC

MAJOR DUTIES: The position is located in the Engineering and Environmental Staff (EES) of Rural Development, Utilities Program. The intern will complete projects to assist the EES. The first project will include identification of areas where local USDA offices have not entered required data consisting of fields such as permit numbers, project costs, and operations and maintenance costs for systems receiving loan and grant assistance, into the Rural Development Data Warehouse or where incorrect data has been entered. A report will be prepared for the Director identifying the results of this work. Additionally, the intern will review internal management audits of Agency activities throughout the United States and prepare a report of recurring findings so that staff may share these with Rural Development staff nationally to help avoid these problems in the future. The intern will also assist staff by providing information and coordinating with Humboldt State University in development of a wastewater as-built cost study that has been authorized through a Memorandum of Agreement for the comparison of costs of wastewater treatment technologies.

Access to Public Transportation Vehicle Required

DESIRED MAJOR/COURSE WORK: Junior or Senior level student - Environmental or Civil Engineering majoring in Engineering Economics, Statistics, AnyWater, Wastewater, Stormwater, or Solid Waste Engineering Classes. **Please include college transcript with application.**

OPENING DATE: December 26, 2007

CLOSING DATE: March 15, 2008

MAIL APPLICATION TO:

USDA, Rural Development
ATTN: Summer Intern Program
1400 Independence Ave., SW, Mail Stop 0730
Washington, DC 20250-1571
Contact: Bernadette Miller, (202) 692-0199
Email: Bernadette.Miller@wdc.usda.gov



Rural Development

POSITION AND SALARY:

ANNOUNCEMENT NO: RBP-07

Loan Assistant Student Trainee, GS-326-3/4
(Office of the Deputy Administrator, Business Programs)
(\$24,194.00 - \$27,159.00 annually - Salary may increase due to General Schedule increase for FY 2008)

LOCATION: USDA, Rural Development, Business Programs, Washington, D.C.

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. Work includes: Reviews loans and grants applications for Business Programs, including the following programs (Business and Industry Guaranteed Loan, Rural Economic Development Loan and Grant, Rural Business Enterprise Grants, Renewable Energy and Energy Efficiency, and Biomass Research and Development), developing and generating reports and assisting with portfolio analysis, writing memoranda, preparing presentations, and other administrative support.

[X] Access to Public Transportation [] Vehicle Required

DESIRED MAJOR/COURSE WORK:

Students majoring in Business Administration, Finance, Economics, and Agri-Business are desired. **Please include college transcript with application.**

OPENING DATE: December 26, 2007

CLOSING DATE: March 30, 2008

MAIL APPLICATION TO:

USDA, Rural Development
ATTN: Summer Intern Program
1400 Independence Ave., SW, Mail Stop 0730
Washington, DC 20250-1571
Contact: Bernadette Miller, (202) 692-0199
Email: Bernadette.Miller@wdc.usda.gov



Rural Development

POSITION AND SALARY:

Accounting Technician, GS-525-2/3/4
(1 -2 Positions) Temporary Full-Time

ANNOUNCEMENT NO: STL-07

LOCATION: USDA, Rural Development, 4300 Goodfellow Blvd, St. Louis, MO

MAJOR DUTIES: Responsibilities include imaging extensive backlog of borrower loan documentation and recording the appropriate borrower reference information for retrieval. Duties also include data entry of loan documentation into loan servicing systems with direct impact on the general ledger and financial statements. 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 branch.

Access to public transportation

Vehicle Required

Desired Major/Course Work:

Any undergraduate level student with a business or finance related major, such as accounting, management or finance. **Please include college transcript with application.**

OPENING DATE: December 26, 2007

CLOSING DATE: March 30, 2008

MAIL APPLICATION TO:

USDA, Rural Development
ATTN: Summer Intern Program
1400 Independence Ave., SW, Mail Stop 0730
Washington, DC 20250-1571
Contact: Bernadette Miller, (202) 692-0199
Email: Bernadette.Miller@wdc.usda.gov