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## **USDA Career Intern Programs for Minnesota NRCS**

The U.S. Department of Agriculture (USDA) Career Intern Program will prepare exceptional men and women who have diverse professional experiences, academic training, and competencies for careers in public service. Interns will participate in a 2-year program that is designed to fine tune their skills and abilities. USDA is a nationwide and world employer. It has employees located in 58 states and territories, and 57 foreign countries.

### ***Professional Development:***

- Two years participation in a formal training program to provide the skills needed for careers in the sciences and in administration
- Structured on-the-job training to learn to handle the everyday situations of a career at USDA

### ***Rotational Training:***

- Rotational assignments to expose scientific interns to challenging assignments in regional offices, the Nation's Capital, or throughout the United States
- Rotational assignments to expose Administrative/Professional interns to challenging assignments in areas such as human resources, finance, procurement, budgeting, property management, and information technology

## **Purpose**

The purpose of the USDA Career Intern Program is to:

- Provide USDA with a cadre of skilled individuals to fill more responsible positions in the sciences and in administration/professional areas at the end of the internships

## **General Eligibility**

- U.S. citizenship
- Bachelor's or Graduate Degree with an overall college GPA of 3.0 or better and/or
- Diverse professional experiences training, and competencies for individuals applying based on experience
- Demonstrate leadership potential, and community service

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## **Career Programs**

- Sciences Intern Program will include two levels: professional and technician
- Administrative/Professional Intern Program will include administrative/professional careers

### **What Kind of Education or Experience Do I Need?**

#### ***Sciences Intern Program***

Education or experience that would prepare you for positions such as those related to the following disciplines for Minnesota NRCS:

- Biological Sciences
- Agriculture
- Natural Resources Management
- Forestry
- Botany
- Agronomy
- Soil Conservation
- Engineering

#### ***Administrative/Professional Intern Program***

Education or experience that would prepare you for positions such as those related to the following disciplines:

- Human Resources
- Administrative Officer
- Finance
- Program/Management Analyst
- Public Affairs
- Accounting
- Contracting
- Budget
- Economics
- Natural Resources
- Agriculture

## **Salary Level**

#### ***Sciences***

Professional pay will be at the GS-5, 7, and 9 levels. The technician pay will be at the GS-5, and 7 levels.

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## *Administrative/Professional*

Administrative/Professional pay will be at the GS-5, 7, and 9 levels. **However, most positions will be filled at the GS-9 level.** Nationwide pay charts are available on the Internet at <http://www.opm.gov/oca/08tables/index.asp> .

## **Benefits**

Benefits consist of:

- Vacation and Sick Leave
- Health Insurance
- Life Insurance
- Federal Employees Retirement System
- Investment and Savings Plan
- Promotion
- Flexible Work Hours
- Family Leave
- Family Friendly Programs

## **How to Apply**

Submit the U.S. Department of Agriculture Career Intern Program Application with a copy of your resume to USDA's Mission Area/Agency Career Intern Program Coordinators who are posted on the Internet at <http://www.usda.gov/da/employ/CareerInternProgramCoodinators.htm>. Applications may also be submitted at outreach activities such as career days, and job fairs.

## **Internship Availability**

- The number of internships filled each year will depend on the needs of USDA.

## **How Do I Find Out About Opportunities?**

- Information on opportunities will be available from USDA Recruiters who are at events such as career fairs, and job fairs.
- Information on opportunities will also be available from USDA's Mission Area/Agency Career Intern Program Coordinators who are posted on the Internet.

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