**PLEASE READ ALL INSTRUCTIONS UNDER "HOW TO APPLY" BEFORE YOU BEGIN.**

Interested in a career in international agricultural trade? The International Agricultural Internship Program (IAIP) gives graduate students a chance to gain first-hand experience working at an FAS overseas post. Past interns have served at locations ranging from Beijing to Brussels. Ideal candidates will have some experience (paid or volunteer) in agriculture, international affairs, business, information technology or a related field. We’re looking for team players with strong writing and analytical skills. Proficiency in a foreign language is preferred. The internship typically runs from May-September.

**AREA OF CONSIDERATION**

This opportunity is open to students who are enrolled full-time or half-time, or accepted to graduate programs majoring in a business related agricultural field-for example, agricultural economics, international economics, international finance, business or marketing.  Law students, graduate students majoring in international studies or in an agricultural science related field will also be considered.

Travel Required: Occasional Travel

Travel Description: As necessary to complete assigned tasks

Relocation Authorized: No

You must be a U.S.Citizen or National to apply.  
Required to pass a background investigation and/or fingerprint check.  
Minimum grade point average of 3.3 at the graduate level.  
Failure to submit transcripts may result in an ineligible rating.  
Must be at least 16 years of age.

This position is located in the Foreign Agricultural Service overseas offices.  The intern carries out tasks in support of the Agricultural Counselor, Agricultural Attache, and/or Agricultural Trade Officer in connection with USDA's agricultural trade policy, analysis, and market development programs.  Duties of this position include, but are not limited to the following:

* Compiles, edits, formats, and transmits information required for the execution of USDA programs;
* Assists in researching and drafting agricultural reports;
* Solicits and compiles in-country agricultural trade intelligence; and
* Travels as necessary to complete assigned tasks.

You must meet all qualification requirements by Friday, March 14, 2014.

You may qualify for the IAIP if you have the following qualifications:

* Relevant work experience (paid or volunteer) in agriculture, trade policy, business, marketing, international trade, agricultural development, biotechnology, and international law
* Analytical skills
* Initiative
* Teamwork
* Fluent, conversant, or have course work in a foreign language

College Transcript : Submit a copy of your college transcript that lists college courses detailing each course by the number and department (i.e., bio 101, math 210, etc.), course title, number of credit hours and grade earned.  You must submit evidence that any education completed in a foreign institution is equivalent to U.S. education standards with your resume.

**NOTE: YOUR COLLEGE TRANSCRIPT IS USED TO VERIFY SUCCESSFUL COMPLETION OF DEGREE, OR COLLEGE COURSE WORK.  AN OFFICIAL COLLEGE TRANSCRIPT WILL BE REQUIRED BEFORE YOU CAN REPORT TO DUTY.**

**BACKGROUND INVESTIGATION AND FINGERPRINT CHECK:**  Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation. Prior to employment, you may be required to complete an [OF-306,](http://www.opm.gov/forms/pdf_fill/of0306.pdf) Declaration of Federal employment and other paperwork. The information collected on this form is used to determine suitability for Federal employment. You will also be required to sign and certify the accuracy of all information in your application/resume. You must answer all questions truthfully and completely. A false statement on any part of the declaration or other forms may be grounds for not hiring you or for firing you after you begin work.

We use a multi-step process to evaluate and refer applicants:

1.  Minimum Requirements:  Your application must show that you meet all minimum requirements as described under the Qualifications section.  If your application is incomplete, you will not be considered.

2.  Application Review:  The hiring manager may review the application of all qualified individuals and make selections.

Veteran's preference is applied after applicants are assessed.  Veterans awarded preference are required by law to be considered before non-preference eligibles in the applicant pool.  Qualified veterans with a service-connected disability of 10% or more will be placed at the top of the highest quality category.

**Please read all the instructions before you begin.**

To apply for this position, you must submit a complete Application Package, which includes the following:

1. [Resume](http://www.custhelp.usajobs.gov/cgi-bin/usopm.cfg/php/enduser/std_adp.php?p_faqid=32&amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;p_created=1228845132&amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;p_sid=BzegDNFj&amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;p_accessibility=0&amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;amp;p_redir). You may either use USAJOBS Resume Builder to create a resume or create your own; however, your resume must contain the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; and, 5) other qualifications.

2.  A letter of reference (written by a college or university faculty member or a supervisor).

3.  Undergraduate and graduate transcripts.

4.  A one-page statement of interest that describes your motivation for seeking this internship.

5.  Additional Required Documents i.e., Veterans documents, etc (see Required Documents section below).

To begin this process, click the ***"Apply Online"*** button to create an account or log into your existing USAJOBS account.  Follow the prompts to complete the occupational questionnaire.  Please ensure that you click the Submit My Answers button at the end of the process.

Please print your **"Confirmation of your Submission to Application Manager"** for your records. The online Occupational Questionnaire must be completed and submitted by 11:59 p.m. EDT on Friday, March 14, 2014.  Applications are not screened for required documents before determining minimum qualifications. It is your responsibility to ensure that all required documents are received in the office by the close of business on or before the closing date of this announcement. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service etc.

**Alternative Method for Submitting Your Application Materials:**

If you are unable to apply online, you may fax your application materials to 1-478-757-3144.

* Click here to download the [fax cover page.](http://staffing.opm.gov/pdf/usascover.pdf)

If applying online or faxing your application materials poses a hardship, please contact the servicing human resources office during core business hours (8:00am to 4:30 pm central time) prior to the closing date. Requests for hardship will be reviewed on a case-by-case basis. Make requests in a timely manner to allow enough time to obtain documents and return the completed information to our office.

In addition to your complete application package, other documents may be required.

1) If you are applying for [Veteran Preference](http://www.opm.gov/employ/veterans/html/vetguide.asp), submit evidence of eligibility, such as DD-214, Certificate of Release or Discharge from Active Duty, or Application for 10-point Veteran Preference ([Standard Form 15](http://www.opm.gov/forms/html/sf.asp)), and the proof requested on the form.

2) If you are eligible for appointment based on a disability under the Schedule A hiring authority, you must provide a certification of disability. The certification of disability can be documented in one of several ways; by a counselor at either the State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs; by a statement or letter on a physician/medical professionals letterhead stationary; or by statements, records or letters from a Federal Government agency that issues or provides disability benefits. The certification must verify the applicant has a severe disability and is therefore eligible under a Schedule A appointment authority, and he or she is able to perform the essential duties of the position. The certification must also describe any needed reasonable accommodation. You can review additional information at: <https://www.opm.gov/disability/appempl.asp>.

3) If you are eligible for appointment based on Veterans Recruitment Appointment (VRA), or 30% Disabled Veterans, service in the Peace Corps, Vista, Action Cooperative, or another special authority, submit proof of eligibility.

Students who are also current U.S. Government employees, regardless of status, are not eligible for this program.  If you apply and are selected, you must resign your government position.

Once your complete application package has been received, you will receive an acknowledgement email that your submission was successful. After a qualification review of your complete application package has been made, you will be notified as to the status of your application. If further evaluation or interviews are required, you will be contacted. You can track the progress of your application package in Application Manager at [http://ApplicationManager.gov](http://applicationmanager.gov/).

No benefits will be offered.

**Reasonable Accommodations:** This Agency provides reasonable accommodation to applicants with disabilities (i.e., alternative means of communication such as Braille, large print, audiotape, etc). If you need a reasonable accommodation for any part of the application and hiring process, please contact USDA Target Center at 202-720-2600, voice and TDD. Decisions on granting reasonable accommodation will be on a case-by-case basis.

**EEO/Diversity Policy:**  USDA is an Equal Opportunity Employer and prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, or because all or part of an individual's income is derived from public assistance.  For information on filing an Equal Opportunity Employment (EEO) Discrimination Complaint go to [**http://www.ascr.usda.gov/complaint\_filing\_file.html**](http://www.ascr.usda.gov/complaint_filing_file.html).