

# Student Trainee (Pathways Intern)

DEPARTMENT OF AGRICULTURE

Office of the Secretary of Agriculture

**Open & closing dates**

🕒 08/17/2018 to 02/15/2019

**Salary**

\$27,081 to \$48,249 per year

**Pay scale & grade**

GS 02 - 05

**Work schedule**

Multiple Schedules

**Appointment type**

Internships

## Locations

Washington DC, DC

MANY vacancies

**Relocation expenses reimbursed**

No

## This job is open to

**Students**

Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.

**Announcement number**

AG-01-2018-0113

**Control number**

508408400

## Duties

### Summary

**IMPORTANT APPLICATION DEADLINE:** The first referral of candidates from this announcement will be made from applications received by 11:59 PM EST, Thursday, August 23, 2018. Subsequent cut off dates may be established.

These positions are being filled under the Pathways Internship Program which is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with paid work opportunities in agencies to explore federal careers while still in school.

These Internship opportunities are located within the U.S. Department of Agriculture's Office of the Secretary, Departmental Administration, and/or Staff Offices located in Washington, DC. The incumbent(s) will provide professional and technical assistance to assigned areas of specialty and interest which may include: Program Administration, Program Policy, Information Technology, Human Resources, Communications, Budget & Finance, Agribusiness, Agricultural Economics, Scientific & Research, Outreach, Congressional Relations, Legal, Farm Programs, and Foreign Agricultural Service.

This is an excepted service appointment. This is a temporary position with a not-to-exceed date of 1 year; however, an extension of the appointment may be possible without further competition. The appointment may also end early due to lack of work or funds.

Pathways Interns may be converted to a term, career-conditional or career appointment within 120 days following successful completion of all of their education and work experience requirements. For more information on the Pathways Intern Program, please click [HERE](https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern) (<https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern>)

This announcement will be used to fill full-time or part-time internship positions during the Fall/Winter 2018 semester, Spring 2019 semester, and/or the entire 2018-2019 academic year.

### Responsibilities

The incumbent of this position assists professional and technical staff by performing a variety of clearly defined tasks designed to increase knowledge and understanding of USDA's mission and the activities of the organization within assigned area of specialty and interest. The major duties include, but are not limited to, the following:

- Provide outreach and partnership building across USDA's large and diverse mission.
- Assist in establishing and implementing innovative and strategic plans to engage the next generation of farmers, ranchers, foresters, and producers of American agriculture, and various USDA stakeholders, including Congress, Governors, mayors, members of the press, and farm and agriculture organizations.
- Greet visitors and responds to phone and written inquiries, which often requires an explanation in general terms of functions of the organization to distinguish among and between function related to the subject of the inquiry.
- Use word processing software and printing equipment to create, copy, edit, store, retrieve, and print a variety of reports and documents; use database or spreadsheet software to enter, revise, sort, or calculate, and retrieve data.

### Travel Required

Not required

### Supervisory status

No

### Promotion Potential

05

## Who May Apply

### This job is open to...

Students who are currently enrolled or accepted for enrollment on at least a half-time basis at a qualifying educational institution in a certificate, degree, or diploma program with a cumulative GPA of 3.0 or higher on a 4.0 scale.

Questions? This job is open to 1 group.

## Job family (Series)

### [0399 Administration And Office Support Student Trainee](#)

<https://www.usajobs.gov/Search/?j=0399>

## Requirements

### Conditions Of Employment

- Required to pass a background investigation and fingerprint check.
- Registered for Selective Service, if applicable.
- All applicants must be at least 16 years of age at the time of appointment.
- A two-year trial period may be required.
- More than one selection may be made.
- U.S. Citizens and Nationals, Permanent Residents and Foreign Nationals who meets both Immigration and Annual Appropriations Law requirements.
- Selectee must be able to obtain and maintain a security clearance. If selected you may be subject to a National Agency Check and Inquiry (NACI) and a credit report inquiry.
- Must be in good academic standing as defined by the agency as a cumulative GPA of 3.0 or higher on a 4.0 scale.
- Complete at least 640 hrs of work experience prior to completion of degree.
- Enrolled at least half-time at a qualifying educational institution.
- A signed participant agreement is required for employment under Pathways.

Student Interns must continue to meet the Pathways Program requirements throughout the duration of the appointment. Incumbents will be required to provide proof of continued enrollment and good standing (cumulative GPA of 3.0 or higher on a 4.0 scale) each semester or grading period throughout the internship program. Failure to do so will result in termination of the appointment.

Upon completion of the educational program, the internship and employment will be terminated; however, students who meet all the requirements at the end of the internship may be non-competitively converted to a term or permanent (career/career-conditional) position. Please note, there is no guarantee that a position will be available or an offer made upon completion of the educational program and internship.

To be eligible for conversion, Interns must:

- Be a U.S. citizen;
- Have completed at least 640 hours of work experience acquired through the Internship Program;
- Have completed educational requirements from a qualifying institution;
- Meet the qualification requirements for the position to which the Intern will be converted;
- Meet agency-specific requirements as specified in the Participant's Agreement and;
- Have received a favorable recommendation by an official of the agency.

## Qualifications

Applicants must meet all qualification and eligibility requirements by the closing date of the announcement; however, applications can be accepted from students who expect to complete qualifying education within 9 months from the date of application. The agency must be able to verify that the education was completed successfully before the applicant can be appointed.

**GS-02:** Completion of high school or possession of a GED diploma.

**GS-03:** Completion of 1 full academic year of post-high school study.

**GS-04:** Completion of 2 full academic years of post-high school study or an associate's degree.

**GS-05:** Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

## Education

**College Transcripts:** You must submit a copy of your college transcript that shows the date your degree was conferred as well as lists all 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 with your application package evidence that any education completed in a foreign institution was appropriately accredited by an accredited body recognized by the Secretary of the U.S. Department of Education as equivalent to U.S. Education standards. **You may submit an unofficial copy of the transcript at the initial phase of the application process; however, if selected, you will be required to submit official transcripts prior to entering.**

All academic degrees or course work must be completed in an educational institution that has obtained accreditation from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see <http://www.ed.gov/> (<http://www.edu.gov/>).

## Additional information

- Direct Deposit - Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to a financial institution of your choosing.
- E-Verify: Federal law requires agencies to use the E-Verify system to confirm the employment eligibility of all new hires. If you are selected as a newly hired employee, the documentation you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS 'E-VERIFY' system. Under the system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.
- If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.
- Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA's TARGET Center at 202-720-2600 (voice and TDD).

## How You Will Be Evaluated

Applications will be evaluated in accordance with Office of Personnel Management's (OPM) Delegated Examining Procedures using category rating. Applicants who meet basic minimum qualifications will be placed in one of two or three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. Category placement will be determined based on applicants' quality of experience and the extent they possess the following knowledge, skills, and abilities (KSA) or competencies:

- **Creative Thinking**

- **Oral Communication**
- **Written Communication**
- **Computer Skills**
- **Research/Analysis (GS-4/5 only)**

Your application, including the online Assessment Questionnaire, will be reviewed to determine if you meet (a) minimum qualification requirements and (b) the resume supports the answers provided to the job-specific questions. Your resume must clearly support your responses to all the questions addressing experience and education relevant to this position. Those determined to be in the best qualified category will be referred to the selecting official for consideration.

**Note:** If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your rating may be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Providing inaccurate information on Federal documents could be grounds for non-selection or disciplinary action up to including removal from the Federal service.

Clicking the link below will present a preview of the application form; i.e. the online questionnaire. The application form link below will only provide a preview and does not initiate the application process. To initiate the online application process, click the "Apply Online" button to the right.

To view the application form, visit: <https://sec.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=0DFCA1CA-8700-4CC5-8D0F-A93D01077108>  
(<https://sec.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=0DFCA1CA-8700-4CC5-8D0F-A93D01077108>)

## Background checks and security clearance

### Security clearance

[Public Trust - Background Investigation](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)  
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

## Required Documents

The following documents are required for your application to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure or downtime, etc. Encrypted and digitally signed documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

- **Resume** must include: 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisor's phone number, e-mail address for each work period listed, and whether or not we may contact them for reference checks; and 5) other qualifications.
- **Proof of enrollment** or acceptance of enrollment and good academic standing (cumulative GPA of 3.0 or higher on a 4.0 scale):
- In the form of letters, records, or statements issued from a high school, vocational institution, college or university. The documentation provided must be issued from an authorized source (example: university registrar's office). AND/OR
- A copy of your most recent transcripts which show your field of study, school name, student's name, current GPA or academic standing, past and current course work, degree program, and major/concentration. An unofficial copy is sufficient with the application; however, if selected, an official college transcript will be required prior to entering on duty.

You must submit the documents below if you claim any of the following:

- **Veterans**, if claiming preference: DD-214, Certificate of Release from Active Duty showing dates of service and type of discharge. Disabled veterans must include VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit certification that they are expected to be discharged or released from active duty under honorable conditions no later than 120 days after date the certification is submitted.

**NOTE:** If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. Please verify that documents you are uploading from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload additional documents. Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

### **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## **Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## **How to Apply**

Please read the entire announcement and all instructions before you begin. You must complete this application process and submit all required documents electronically by 11:59p.m. Eastern Time (ET) on the closing date of this announcement.

Applying online is highly encouraged. We are available to assist you during business hours (normally 8:00a.m. - 4:00p.m., Monday - Friday). If applying online poses a hardship, contact the Agency Contact listed below well before the closing date for an alternate method. All hardship application packages must be complete and submitted no later than noon ET on the closing date of the announcement in order to be entered into the system prior to its closing.

This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact the Agency Contact to request this.

To begin, click "Apply Online" and follow the instructions to complete the Assessment Questionnaire and attach

your resume and all required documents.

**NOTE:** You must verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Applicants may combine all like required documents (e.g., all SF-50s) into one or more files and scan for uploading into the application. Each file must not exceed 3MB. Grouping like documents into files will simplify the application process. Documents must be in one of the following formats: GIF, JPEG, JPG, PDF, PNG, RTF, or Word (DOC or DOCX). Uploaded documents may not require a password, digital signature, or other encryption to open.

## Agency contact information

 Lauren Arthur

### Phone

[202-440-1487](tel:202-440-1487)

### Fax

000-000-0000

### Address

USDA/DA  
1400 Independence Ave., SW  
Washington, DC, 20250  
USA

### Email

[Lauren.Arthur@dm.usda.gov](mailto:Lauren.Arthur@dm.usda.gov)

[Learn more about this agency](#)

USDA provides leadership on food, agriculture, natural resources, rural development, nutrition, and related issues based on sound public policy, the best available science, and efficient management. Our vision is to expand economic opportunity through innovation, helping rural America to thrive; to promote agriculture production sustainability that better nourishes Americans while also helping feed others throughout the world; and to preserve and conserve our Nation's natural resources through restored forests, improved watersheds, and healthy private working lands.

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

## Next steps

Your application will be reviewed to verify that you meet the eligibility and qualification requirements for the position prior to issuing referral lists to the selecting official. If further evaluation or interviews are required, you will be contacted. Log in to your USAJOBS account at <https://my.usajobs.gov/Account/Login> (<https://my.usajobs.gov/Account/Login>) to check your application status. We expect to make a final job offer approximately 40 days after the deadline for applications.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status,

disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)  
(<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)  
([http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm))

## Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov//Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov//Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

### [Financial suitability](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/>)

### [Social security number request](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/>)

### [Privacy Act](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/>)

### [Signature & False statements](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/>)

### [Selective Service](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/>)

### [New employee probationary period](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/>)