

International Agricultural Internship Program

Foreign Agricultural Service



United States Department of Agriculture

LINKING U.S. AGRICULTURE TO THE WORLD

Equal Employment Opportunity Statement

The United States Department of Agriculture's (USDA) Foreign Agricultural Service (FAS) prohibits discrimination in its programs 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, reprisal, or because all or part of an individual's income is derived from any public assistance program (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information (Braille, large print, audiotape, etc.) should contact the FAS Civil Rights Staff at (202) 720-7233 (voice) or (202) 720-1786 (TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D. C. 202-505-9410, or call (800)795-3272 (voice) or (202)720-6382 (TDD). USDA is an equal opportunity provider and employer.

An Introduction to the Foreign Agricultural Service’s International Agricultural Internship Program (IAIP)	3
Program Overview	3
The FAS Mission Statement.....	3
The CSREES Mission Statement	3
The Objectives of the International Agricultural Internship Program	3
Program Details	4
Student Eligibility.....	4
Duties of an Intern	4
Length of Internships	5
Salary and Benefits.....	5
Responsibilities of the Selected Applicants.....	5
Responsibilities of Overseas Office.....	5
Responsibilities of FAS Washington Offices	5
Responsibilities of CSREES	5
The Selection Process	6
How Interns are selected.....	6
Final Offer of Contract Employment	6
Making Travel Arrangements.....	6
Application Submission.....	7
Online Registration	7
Application Processing Timetable	8
For more information	8
Fact Sheet	9

An Introduction to the Foreign Agricultural Service's International Agricultural Internship Program (IAIP)

Program Overview

USDA's Foreign Agricultural Service (FAS) and Cooperative State Research, Education and Extension Service (CSREES) work together to implement International Agricultural Internship Program (IAIP). Since 2000, the program has provided participants with an excellent opportunity to learn about issues, programs and activities related to international agricultural trade by working in one of the 90 FAS overseas offices, typically located in U.S. Embassies. It also gives the student a broader view of U.S. interests through FAS interaction with the other USDA agencies and the three U.S. Foreign Service agencies: the Department of Defense, State Department and Department of Commerce.

At the same time, the program allows FAS supervisors to appraise firsthand the student's potential for USDA employment. Previous participants have successfully competed for economic and marketing series positions in the Career Internship Program (CIP) in FAS. For more information on the CIP, visit: <http://www.fas.usda.gov/admin/newjobs/newjobs.html>. The experience is also invaluable for students seeking agricultural trade related jobs with other agencies, associations and the private sector.

The FAS Mission Statement

The Foreign Agricultural Service (FAS) represents the diverse interests of U.S. agriculture abroad. FAS administers programs designed to build new markets and improve the competitive position of U.S. agriculture in the global marketplace, and to improve food security worldwide. FAS activities focus on market development, market intelligence, export financing, market access and trade policy, and food assistance and technical assistance. For more information, visit: <http://www.fas.usda.gov>.

The CSREES Mission Statement

The mission of the Cooperative State Research, Education and Extension Service (CSREES) is to achieve significant and equitable improvements in domestic and global economic, environmental, and social conditions by advancing creative and integrated research, education, and extension programs in the food, agriculture, and related sciences in partnership with both the public and private sectors. CSREES works closely with the U.S. higher education system, including the Land-Grant institutions, to promote internationalization of campus-based programming in the food and agricultural sciences. For more information, visit: <http://www.csrees.usda.gov>.

The Objectives of the International Agricultural Internship Program

The objectives of the program are to 1) provide an international agricultural trade experience to college students that will assist them in making career choices and will provide valuable work experience; 2) provide outreach to college and university campuses on FAS' role in international agricultural trade; 3) encourage students to consider a career in FAS; and, 4) assist FAS and CSREES in achieving their mission goals.

Program Details

Student Eligibility

You are eligible to apply if you are:

- A full or part-time college or university senior (90 or more semester hours or 120-quarter hours) or graduate student. Graduates of a Bachelors or Masters degree whose internship would start within six months of their graduation are also eligible. An applicant is considered a senior if he/she will have completed all junior credits by the time the internship begins and will be entering at least the senior year immediately following completion of the internship. If it has been more than six months between your last degree and when you begin a graduate program, you may be required to provide proof of graduate program acceptance.
- Majoring in a business or science related agricultural field, i.e. Agricultural Economics, Economics, Finance, Business or Marketing. Students majoring in an International Studies or Relations program, in law school or in a biotechnology program are also eligible.
- In good academic standing in an accredited institution.
- A U.S. citizen.
- Able to meet the requirements of a U.S. government security clearance and credit check (costs are covered by FAS).

In addition, we are looking for students with the following skills and experience:

- Relevant work experience (paid or volunteer) in agriculture, trade policy, business, marketing, international trade, agricultural development, biotechnology, international law and information technology.
- Writing skills.
- Analytical skills.
- Technical skills, i.e. Windows software applications.
- Initiative.
- Teamwork skills and/or experience.
- Fluent, conversant or have coursework in a foreign language.
- Ability and desire to travel and work abroad.

Duties of an Intern

- Carries out responsible tasks in support of the Agricultural Counselor, Agricultural Attaché, and/or Agricultural Trade Officer in connection with USDA's agricultural trade policy, analysis, and market development programs.
- 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.
- Travels as necessary to complete assigned tasks.
- For interns returning to campus, report on their internship activities, as appropriate.

Length of Internships

Interns must be available to work their internship within the timetable provided below and titled, “Application Processing Schedule.” Interns usually serve for one semester or quarter during the academic year, for a minimum of 10 weeks or for a maximum of 16 weeks. They are expected to work a 40-hour week.

Salary and Benefits

Students earn a salary at the GS-4 through GS-7 grade level under a personal services contract. The salary level is based on education and work experience. Please note that as a contractor, students do not receive annual leave, sick leave, or holiday benefits.

Responsibilities of the Selected Applicants

- Providing accurate and timely information for a Special Agreement Check (SAC) security clearance.
- Providing accurate and timely information for the contract.
- Travel cost and arrangements to the job site.
- Obtaining passports and visas.
- Arranging for school credit, if applicable.
- Obtaining immunizations, if required.
- Medical insurance – required.
- Coordinate affordable housing search with overseas office.
- Payment of taxes.

Responsibilities of Overseas Office

- Assign job responsibilities
- Supervision
- Assist applicant in locating affordable housing

Responsibilities of FAS Washington Offices

- Awarding a personal services contract to intern
- Timely and accurate payments to intern
- Requesting and paying for a Special Agreement Check (SAC) security check

Responsibilities of CSREES

- Recruitment of students
- Outreach to colleges and universities

The Selection Process

How Interns are selected

The IAIP Coordinators' Office receives and reviews all online applications to ensure that applicants meet the eligibility criteria. Eligible applications are reviewed and ranked by the Selection Committee, based on the education, skills and experience listed in the Program Details section above. Applicants will be notified by email or phone if they are on the top-ranking list. Other applicants will be notified by email. A list of the top ranking applicants will then be forwarded to interested FAS overseas offices for consideration and selection. Top ranking applicants may be contacted directly by interested offices and will be notified of overseas office selection by the IAIP Coordinator.

So that we may contact you as soon as possible, as needed throughout these steps, **please make sure that any changes of address after you apply are updated immediately in your [online registration application](#) profile.**

Final Offer of Contract Employment

The IAIP Coordinator will request the selected applicants to accurately complete several documents for the Special Agreement Security (SAC) security clearance and contract processes. The contracting officer will call each selected applicant to confirm the contractual information. An offer is then made to the selected applicants. The offer is not “contractually binding” until it is signed by both parties. A final offer is contingent upon adjudication and granting of a Special Agreement Check (SAC) security clearance.

So that we may contact you as soon as possible, and as needed throughout these steps, **please make sure that any changes of address after you apply are updated immediately in your [online registration application](#) profile.**

Making Travel Arrangements

Making travel arrangements or traveling abroad for purposes of reporting for duty *should not* be done until a personal services contract has been awarded to you by the FAS Contracting Officer. The office or post to which you are assigned *will be unable* to employ you until you have a signed contract from the Contracting Officer.

Please see the Application Processing Schedule below for specific dates for each step.

Application Submission

Online Registration

You may only register online at: <http://www.fasinternships.org/internships/application/>. Hard copy applications will not be accepted. The online process will prompt you to submit the following information and documents. Information only available as hard copies must be scanned and submitted electronically. You will be prompted to submit:

- A Personal Profile – *please keep this updated after you submit your application.*
- Educational background, including whether or not you are a continuing student.
- A Resume.
- A Letter of Recommendation (written by a College or University faculty member or a Supervisor). Only one letter of recommendation is required if you have not worked for more than one supervisor in FAS previously. If you have worked at FAS in another program, we strongly recommend that your supervisor(s) write your letter(s) of recommendation.
- A one page Statement of Interest that describes your objectives and motivation in seeking this internship. Explain how your academic courses, work experience and other personal experiences relate to the internship. If you are interested in a particular region, please explain why.
- An electronic (scanned) copy of your official transcripts. If you are a first-year graduate student, you should submit a copy of your latest undergraduate transcript.
- Self Identification of Handicap.
- Race and National Origin Identification.

When your application is completed and transmitted, you will automatically receive confirmation.

Application Processing Timetable

The following chart is provided to help applicants track their application during the selection process. Please be patient and follow guidelines on notification below. **PLEASE NOTE THAT THESE DATES MAY CHANGE AS A RESULT OF CHANGING SECURITY PROCEDURES — PLEASE CONFIRM DATES ON A REGULAR BASIS.**

STEPS IN IIAP PROCESS	SPRING DEADLINES	SUMMER DEADLINES	FALL DEADLINES
Online Application Deadline	November 10	January 7	May 21
Completion of Ranking by Selection Panel	November 22	February 5	June 21
List of Top-Ranking Applicants Sent to Overseas Offices	November 23	February 10	June 28
Overseas Office Selections Finalized	December 5	February 28	July 15
Selected Interns Begin Security Clearance and Contract Process	December 5	February 28	July 15
Non-Selected Applicants Notified by Email	December 9	March 5	July 20
Selected Interns Provide Information required for Security Clearance and Contract	December 12	March 15	July 30
Security Clearance Granted	January 20	April 15	August 31
Offers of Contract Executed	February 3	April 30	September 15
Intern travels to overseas office	After contract is awarded	After contract is awarded	After contract is awarded
General Internship Time Periods	February - May	June – August	September – December

For more information

If you have any further questions, please refer to our Question and Answers section at: <http://www.fas.usda.gov/admin/student/iaip/faqs.htm>.

If you still have questions, please email us at internships@fas.usda.gov.

Fact Sheet

FOREIGN AGRICULTURAL SERVICE'S INTERNATIONAL AGRICULTURAL INTERNSHIP PROGRAM

Are you interested in an international agricultural internship that could lead to a permanent position in the Foreign Agricultural Service?

Who Can Apply?

You must:

- Have completed at least the junior year of college before the internship begins;
- Major in a business related agricultural field, i.e. Agricultural Economics, Economics, Finance, Business, or Marketing, or major in an International Studies or Relations program, in law school or in a biotechnology program;
- Be in good academic standing in an accredited institution;
- Be a U.S. citizen; and
- Be able to meet the requirements of a U.S. government security clearance.

How Do I Apply?

Students must submit a completed application online at: *link will be added by October 1, 2005.*

Classification and Qualifications

Salary levels are determined by your class status and relevant work experience.

Financial Need

No Requirement.

Work Schedule

Full time – For 1 semester (for up to 16 weeks, but no less than 10).

Benefits

Bi-Weekly Salary Payments

Absences from work due to illness will be handled on a case-by-case basis.

Training

Training provided to perform the job.

For more information about the IAIP and other student programs:

Please visit <http://www.fas.usda.gov/admin/student/default.htm> .