



**U.S. Department of Agriculture
Rural Development**

FEDERAL CAREER INTERN PROGRAM OPPORTUNITY

The United States Department of Agriculture, Rural Development, is currently hiring for the following Federal Career Intern Position

Announcement Number: FCIP-OM-01-08

Position Title: Program Specialist, GS-301 - 1 Position

Grade Level: GS-7, Step 1: \$39,330

Full Performance Grade Level: GS-12 (Currently, \$69,764)

Opening Date: September 8, 2008

Closing Date: September 12, 2008

Position Location: Washington, D. C.

PROGRAM SPECIALIST (Federal Career Intern Program)

Rural Development Profile

Rural Development (RD) is the U. S. Department of Agriculture's (USDA) agency that is committed to helping improve the economy and quality of life in all of rural America. Through our programs, we touch rural America in many ways. Rural Development Mission Area includes Housing and Community Facilities Programs, Business and Cooperative Programs, Utilities Programs, and a widely dispersed field office structure of 47 State Offices.

Rural Development is seeking a bright and motivated individual who is interested in performing a variety of assignments which supports the mission and vision of the Department of Agriculture.

What is the Federal Career Intern Program

The Federal Career Intern Program (FCIP) is designed to attract college graduates and experienced professionals interested in careers with the Federal Government. Individuals are appointed to a two-year paid internship program which provides training, development, and valuable full-time on-the-job work experience. After successful completion of the program, interns may be eligible for conversion to a permanent position without further competition.

Position Information

The Program Specialist position is located in Rural Development's Office of Operations and Management, Legislative and Public Affairs Staff (LAPAS). The FCIP position is an entry-level career development position and will be filled at the GS-7 level. The incumbent of this position will provide assistance and support in the dissemination of information about the Rural Development mission area, both to the public and internal customers. The incumbent will also effectively communicate with other department offices and other Government agencies, Congress, and external audiences about Rural Development programs and activities. As requested, incumbent will gather data and prepare an analysis of programs. The incumbent will perform various and increasingly challenging, developmental and professional work assignments.

Qualifications and Knowledge Required for the Position

GS-7 Level: Possess experience as it relates to methods and techniques in achieving communication goals such as positions papers, new releases, and administrative materials. Incumbent should also have some working knowledge of the legislative decision making process; ability to collect and analyze factual information in support of legislative and public affairs activities and programs. The incumbent will perform various and increasingly challenging, developmental, professional, and related work assignments.

Educational Requirements

Applicant must have successfully completed a full 4-year course of study, leading to a bachelor's degree.

General Eligibility

- U.S. Citizenship;
- Bachelor's or Graduate Degree from an accredited college or university, and with an overall college GPA of 3.0 or better;
- Possess exceptional work experience in combination with education;
- Applicants who will complete all of their degree requirements within six months may also apply;
- Diverse professional experiences, training, and competencies;
- Demonstrate leadership potential and community service.

Key Highlights of the Administrative Career Intern Program

- Full-time, 2-year Excepted Service Appointment;
- Core Career Development Training;
- Rotational assignments to gain on-the-job experience;
- A mentor to assist in career development and growth;
- Intern may be promoted while in training and learning;
- Upon completion of the 2-year internship period, the incumbent may be non-competitively converted to a career or career-conditional appointment.

HOW TO APPLY

- Letter of Interest;
- Optional Application for Federal Employment (OF-612) or Resume. Your application must include work experience, training, education, and awards, if any;
- An **official** copy of your college transcript(s);
- USDA Career Intern Program Application Form: Can be found online at: <http://usda.gov/da/employ/CareerInternApplication.htm> or at <http://www.usda.gov/da/employ/CareerInternApplication.pdf>.
- For applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point-point preference must also submit an Application for 10-Point Veteran Preference, SF-15, along with the required documentation listed on the back of the form. (For more information of Veterans' programs, please see the VetsInfo Guide).

DEADLINE FOR APPLICATION: To apply for this opportunity, all of the following application materials must be received by Friday, September 12, 2008, at 11:59 p.m.

The complete application package should be submitted to:

Bernadette Miller
Rural Development
Federal Career Intern Program Coordinator
1400 Independence Avenue, S. W.
Mail Stop 0730
Washington, D. C. 20250-0730
(202) 692-0267 - FAX
Or by e-mail: Bernadette.Miller@wdc.usda.gov

NOTE: Universities may submit official transcripts to the above mailing address.

EEO Statement: The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factors.

USDA provides reasonable accommodations to applicants with disabilities.
