



STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

United States Department of Agriculture – Natural Resources Conservation Service

Vacancy Announcement Number: **NRCS-DC-12-STEP-1**

Application Period CLOSES: February 17, 2012

US Citizenship Required

Position:

STUDENT TRAINEE: Administrative Clerk(s). Pay range is \$13.00 – \$20.22 per hour, depending on education and experience, full-time during summer months, part-time where available. More than one position may be filled from this announcement. Location: NRCS National Headquarters, Washington, DC

Duties:

Must be able to perform general clerical work in a professional office environment. Strong Microsoft Office data entry and database skills preferred. Performs general clerical duties for Administrative or Programs Staff: reviews and processes incoming and outgoing correspondence and materials, filing, copying, scanning, data entry, reviewing documents for accuracy. Must be able to type at least 40 WPM. Appointment will expire 9/30/2012, but may be extended depending on need and budget. More than one selection made be made from this posting.

Benefits:

Full-time work hours during summer breaks (40 hour work week, Monday thru Friday). Eligible to earn sick leave, and appointments that are for more than 90 days may also earn annual leave (vacation).

Eligibility:

Expected graduation date is **Fall 2012 or later**. Must be enrolled or accepted for enrollment as a degree-seeking student at an accredited college or university and be taking at least a half-time academic course load. All majors will be considered. Must possess (and maintain) a GPA of at least 2.7 or above.

How to Apply:

1. Go to www.USDA.gov and click on "Employment Opportunities" under the "Popular Topics" menu
2. Click on "Internships Opportunities"
3. Before applying, review the *Application Guide*, a link located under the "Internship Programs" heading
4. After reviewing the *Application Guide* and creating your ID and password, click on "Apply Here," log in, click "Apply Now," and search each agency's internship postings. Follow the agency specific application instructions and apply.

Upload your resume and COPY of transcripts to the USDA Portal. Please include the following information on your resume: **Vacancy Announcement USDA NRCS DC-12-STEP-1. Applications must be received by February 17, 2012.**

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