. (USDA Pathways Intern (Public Affairs))

FOOD SAFETY AND INSPECTION SERVICE

1 vacancy in the following location:

Washington DC, DC

Work Schedule is Full-Time - Temporary

Opened Friday 4/21/2017
(4 day(s) ago)

Closes Friday 4/28/2017
(3 day(s) away)

Salary Range
$36,281.00 to $47,171.00 / Per Year

Series & Grade
GS-1099-05/05

Promotion Potential
05

Supervisory Status
No

Who May Apply
US Citizens and Nationals; no prior Federal experience is required.
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.

Control Number
468262500

Job Announcement Number
FSIS-2017-1099NTE-0614

Job Description

Job Summary

The Food Safety and Inspection Service (FSIS) is the agency in the U.S. Department of Agriculture (USDA) responsible for protecting the public's health by ensuring the safety of the Nation's commercial supply of meat, poultry, and processed egg products.

USDA is a great place to start or continue your career. It's ranked as one of the top 10 "Best Places to Work in the Federal Government" by the Partnership for Public Service (http://bestplacetowork.org/BPTW/rankings/overall/large). Rankings are based on employee feedback regarding satisfaction with their work experience. For more information on USDA and the Food Safety and Inspection Service, visit https://www.fsis.usda.gov/wps/portal/fsis/home

This position is in the Office of Public Affairs and Consumer Education (OPACE).

This is a SUMMER INTERN POSITION (12 week appointment between May 1 - September 30, 2017). This is an Excepted Service appointment.

PLEASE NOTE: This vacancy is limited to the first 100 applications received and will close at 11:59pm ET on the closing date or at 11:59pm ET on the day we receive the 100th application, whichever comes first.

Duties

• Assisting with writing and developing a variety of communications and public affairs materials (e.g., emails and background research) designed to reach general and specialized audiences.
• Explaining technical and/or controversial issues.
• Assisting with development of presentations and infographics.
• Assisting in recommending possible means to better inform a variety of audiences about food safety and programs affecting them.

The Student Trainee supports OPACE in the establishment and maintenance of effective working relationships with other internal and external stakeholders affected by Agency programs.

Travel Required
• Not Required

Relocation Authorized
• No

Job Requirements

Key Requirements
• Must meet Pathways Program requirements.
• Selective Service Registration is required for males born after 12/31/1959.
• Must be at least 16 years of age.
• Must complete and pass a background security investigation.
• Must be a U.S. citizen or Foreign National Eligible.
• Must have at least 1 year of academic study remaining.
• Must be enrolled at 1/2 time or accepted as a degree seeking student.
• Must show proof of enrollment for current semester.

Qualifications
To qualify for the USDA Pathways Internship Program, applicants must meet the following requirements:

• To qualify for the GS-05 level - Completion of all requirements for a bachelor's degree or equivalent degree.

In addition, to qualify for the USDA Pathways Internship Program, applicants must meet the following requirements:

• Must be enrolled at least half-time or accepted as a degree seeking student.
• Must show proof of enrollment for current semester.
• Must have at least one year of academic study remaining toward completion of current academic degree.
• Must submit unofficial transcript(s). Official transcript(s) will be required, if applicant is selected for a position).
• A post-secondary certificate program must have been completed at a qualified educational institution equivalent to at least 1 academic year or full-time study that is part of an accredited college-level, technical, trade, vocational, or business school curriculum.
• If you are a student veteran, complete the questionnaire and submit documentation (DD-214, VA Letter, SF-15 and proof of requested on the SF-15 if claiming 10-point Veterans’ preference or DD-2014 if claiming 5 point preference or VEOA eligibility (separated under honorable conditions after 3 years or more of continuous service.
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 Education

- Must meet Pathways Program requirements.
- A signed Pathways participant agreement
- Selective Service Registration is required for males born after 12/31/1959.
- Must be at least 16 years of age
- Must complete and pass a background security investigation
- Must be a U.S. citizen or Foreign National Eligible

Security Clearance

Other

Additional Information

What To Expect Next

If you set up your USAJOBS account to send automatic email notifications, you will receive an email acknowledging: 1) the submission of your online Occupational Questionnaire and resume was successful, 2) if you were referred to the selecting official for consideration, and 3) if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate.

BENEFITS

Review our benefits

All USDA/FSIS students hired under the USDA Pathways Internship Program are entitled to benefits such as:

- Commuter Transit Subsidy (pending the availability of budgeted funds/allocations)
- Telework and/or Flexible work schedule (upon supervisor approval)
- Students on initial appointment of more than 90 days are entitled to leave benefits
- Temporary appointments who are expected to work 130 hours per month or more for at least 90 days will be eligible to enroll in an FEHB plan.
- Temporary employees are not eligible for coverage under the Federal Employees’ Group Life Insurance Program.

Other Information

- Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.
• Relocation expenses are not authorized.
• This announcement may be used to fill additional, like vacancies should any occur in the commuting area.
• Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.
• 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).
• It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. See more information at: http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=6465
• Functional/Environmental requirements: The majority of the work is performed in a normal office setting. The work is mostly sedentary; however, some walking, bending, lifting is required to perform some tasks.
• **Housing and Travel:** If the Duty Station for which the student is selected requires the student to relocate from their current school location, FSIS may offer to locate and pay for summer housing and travel costs incurred (Domestic travel within the United States) in getting the student to their Duty Station and back to their school location at the end of their employment period. Housing is contingent upon funding availability. Housing is not guaranteed. Housing usually includes a fully furnished place along with a kitchenette if available. Not all remote locations have all available amenities. Notification of selectee receiving housing will be provided in the selectee’s job offer letter. The selected individual may not know where their housing will be located until 2 weeks prior to their start date.

EEO Policy Statement: Click here
Reasonable Accommodation Policy Statement: Click here
Veterans Information: Click here
Legal and Regulatory Guidance: Click here

### How to Apply

Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.
- We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon 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. Please contact us if you require this for any part of the application and hiring process.
- 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.

### How You Will Be Evaluated

Applicants are evaluated in accordance with Delegated Examining Procedures using Category Rating:

- The category rating procedure is used to rank and select eligible candidates. Under category rating, applicants who meet basic minimum qualification requirements established for the position and whose job related competencies have been assessed are ranked by being placed in one of the following categories: Best Qualified, Well
Qualified, and Qualified. Preference eligibles are listed ahead of non-preference eligibles within each category.

- You will be evaluated based on your qualifications for this position as evidenced by the education, experience, and training you described in your application package, as well as the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:
  
  - Comprehensive knowledge of established, standard public affairs methods and techniques.
  - Oral/Written Communication
  - Interpersonal Skills

- We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

Note: If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

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://fsis.usda.ntis.gov/cp/?event=jobs_previewApplication&jobid=5A2A344A-DF36-4CEA-9E8F-A74C00E21D21

**Required Documents**

- **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) supervisors 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: 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).

- **A copy of your transcripts** which support those qualifications as outlined in the announcement, showing your field of study, school name/location, students name, current GPA or academic standing, credits earned, past and current course work, degree program, degree conferred, 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.

- **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.
Department of Agriculture

Food Safety and Inspection Service

Contact
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