



PAID STUDENT INTERNSHIP:

Fall 2017 (Sept 11–Dec 22)

IT Intern

This position is with the USDA Agricultural Research Service (ARS), Western Business Service Center (WBSC) in Albany, CA. The Western Business Service Center provides Administrative and Technical Support Services to federal research laboratory locations in the Western half of the United States.

DUTIES AND RESPONSIBILITIES:

- ✓ Troubleshooting and maintaining personal computers.
- ✓ Assisting with Local Area Network (LAN) administrative duties.
- ✓ Provide hardware and software support to end users.
- ✓ Maintain a database of Southern Plains Area (SPA) stakeholders and customers.
- ✓ Maintain the SPA website.

SKILLS REQUIRED:

- Preferred Majors: Information Systems, or IT-related field. Other degree programs will be considered.
- Some IT experience preferred.
- Strong communications skills (oral and written) and an interest in science or business
- Attention to detail
- Self-motivated

ELIGIBILITY REQUIREMENTS:

- Completion of freshman year of college before the internship begins
- Minimum 3.0 GPA (on a 4.0 scale)
- Enrollment in a degree-seeking program (BA/BS, Masters, JD, MD, or Ph.D.) at an accredited higher education institution. Students pursuing only a credential or certificate program will be considered ineligible.
- Recent graduates are eligible if you participate within 12 months of your graduation. Instead of providing a certification of enrollment form, you will upload a copy of your certificate of graduation or a copy of your conferred degree.
- U.S Citizen
- **Selectee will submit an application for the Hispanic Association of Colleges & Universities National Internship Program and must undergo a background check and have fingerprints taken.**

Agency: Agricultural Research Service

Location:

USDA, ARS, PACIFIC WEST AREA
800 BUCHANAN STREET
Albany, CA 94710

PAY:

- Undergraduate: \$13.00/hour
- Graduate: \$14.75/hour

SCHEDULE: Part-time or full-time based on school schedule

INTERNSHIP DATES: September 11 – December 22, 2017

How to Apply: E-mail resumes to Jeff.VanHouten@ARS.USDA.GOV no later than August 25, 2017. Put "IT Intern" in the SUBJECT line of the email.

RESUME SUBMISSION DEADLINE: August 25, 2017

Questions:

For more information on the internship position, please contact: Jeff.VanHouten@ARS.USDA.GOV
For more information on the HACU Program, please contact: hnip@hacu.net

HACU will not discriminate against employees or applicants for employment because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, or non-job related factors in hiring.