

## Happy Monday Bulldog,

Below you will find a list of job/internship opportunities.

If you wish to enroll in an internship course within Jordan College, you must submit an Internship Record via HireFresnoState and have it approved PRIOR TO ANY SEMESTER ADD/DROP DEADLINES to receive a permission number to enroll in the course. This must be done AT LEAST 2 weeks prior to any add/drop deadlines.

**Excess Unit Form:** If you are taking an internship course and it will put you over 18 units, please fill out an Excess Unit Form, [here](#).

**Window to register a Summer Internship for Fall Units:** Now – May 31, 2024

**Window to register a Fall Internship for Fall Units:**

March 1 – May 31, 2024 (early)

June 1 – July 31, 2024 (Still acceptable)

August 1 – August 31 (LATE)

## Jobs/Internships

### HireFresnoState:

- #27260491 - SUMMER INTERNSHIP OPPORTUNITY Sales, Research & Marketing
  - R&J Avila Incorporated
- #27260493 - Nursery/Garden Center Production Supervisor
  - Belmont Nursery
- #27260494 - Winemaking Intern
  - Crocker & Starr Wines

### Flyer/links:

- Sheep Shearer, \$25/hr (flyer)
- Salida Ag – Trap Checker (flyer)
- Salida Ag – Field Scout (flyer)
- [General Manager, South Fork Kings Groundwater Sustainability Agency](#)

- [Coreteva agriscience - Agronomist position](#) (Woodland, CA)

**The Saul T. Wilson, Jr. (STW) internship program is now available on USAJobs.gov from March 14-29, 2024. Please inform your students who are interested in this program to apply.**

Below is the announcement number for the positions.

Saul T. Wilson, Jr. (GS-04/05) Announcement Number: PX-12284291-24-VSRE

Saul T. Wilson, Jr.(GS-07/09) Announcement Number: PX-12284465-24-VSRE

If you have any questions please contact Ms. Jemila Roy, VS Recruitment and Student Coordinator by email at [Jemila.Roy@usda.gov](mailto:Jemila.Roy@usda.gov).

**The Lancaster Farm Service Agency (FSA) office is hiring a full time Program Technician.**

Applications must be completed through USAJOBS no later than close of business March 25, 2024.

If you know of someone who might be interested, please share this information with them: [USAJOBS - Job Announcement](#)

Contact Chris San Nicolas at 530-792-5545 if you have specific questions regarding the position.

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**To learn about more scholarships, click [here](#).**

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For career exploration or resume/cover letter support, please make an appointment with the Jordan College Internship Coordinator, Nancy Vue. For ACRS21/AET related items, please make an appointment with our Peer Career Coach, Emma Tripp by visiting AG 110 or calling the Jordan Advising and Career Center Office at 559.278.4019.

*Please note, we do not allow same-day appointments or making appointments via email. Thank you.*



## Field Scout Job Description

Salida Ag, an agricultural pest control advising company located in Salida, is looking for individuals to help monitor fields late spring through mid-September. The monitoring of fields includes scouting orchards, vineyards, and field crops looking for weeds, insects, diseases, and nutrient deficiencies, as well as sampling soil and plant tissues to be submitted to labs.

This position is seasonal, with approximately forty hours a week. Employees must be 18+ and able to pass a background check. A clean DMV printout is required. Paid \$17-\$19/hour.

- **Skills & Abilities:**
  - College student pursuing a degree in agriculture.
  - Prior agricultural experience or knowledge in weed identification, insect identification, and plant disease identification is preferred but training is provided.
  - Read maps and use Google Maps to navigate from field to field.
  - Dependability and self-motivation.
  - Effective communication skills.
  - Proficient in computer skills.
  
- **Essential Functions**
  - Identify weeds, insects, diseases, and nutrient deficiencies.
  - Create detailed reports on field observations to communicate to Pest Control Advisors
  - Collect soil, leaf, and hull samples.
  - Install and maintain insect traps.
  - Collect trap data and report accurate insect counts to Pest Control Advisors.
  
- **Responsibilities.**
  - Regularly have work truck fluids inspected and maintain the truck clean inside and outside.
  - Keep soil probe, soil auger, or any supplies maintained.
  - Keep the trapping supplies storage area organized.

For any questions please contact the Salida Ag Office at (209) 545-0720 or Jose Ruiz at (209) 765-7967. Resumes can be Emailed to [Jruiz@salidaag.com](mailto:Jruiz@salidaag.com).



## Trap Checker Job Description

Salida Ag, an agricultural pest control advising company located in Salida, is looking for individuals to help monitor and maintain insect traps early spring through late September. The monitoring and maintenance of traps includes walking through orchards checking traps for specific insect pests and keeping the traps clean.

This position is seasonal, with approximately forty hours a week. Employees must be 18+ and able to pass a background check. A clean DMV printout is required. Paid \$17-\$19/hour.

- **Skills & Abilities:**
  - Read maps and use Google Maps to navigate from field to field.
  - Dependability and self-motivation.
  - Proficient in computer skills.
  
- **Essential Functions**
  - Build, install and maintain insect traps.
  - Run and maintain a weekly trap route.
  - Keep lures fresh and replace them when indicated.
  - Collect trap data and report accurate insect counts to Pest Control Advisors.
  - Collect weather data from weather stations.
  
- **Responsibilities.**
  - Regularly have work truck fluids inspected and maintain the truck clean inside and outside.
  - Keep the trapping supplies storage area organized.

For any questions please contact the Salida Ag Office at (209) 545-0720 or Jose Ruiz at (209) 765-7967. Resumes can be Emailed to [Jruiz@salidaag.com](mailto:Jruiz@salidaag.com).

# Sheep Sheerer Needed ASAP!!

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## **Do you have experience sheering sheep?**

Job Description: 7 sheep to be sheered - job requires two people

Qualifications: Previous sheep handling and sheep sheering experienced is a must

Requirements: Come to my property and shear my sheep. All equipment provided (carting table, sheers, etc.)

Time frame: approximately 6 hours

Wage: \$25 hour per person

Contact Kasey at 305-812-5488. Location is near Sample Road and Hwy 168 about 20 east of Fresno State.

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Jordan College of Agricultural  
Sciences and Technology

# HOW TO REGISTER AN INTERNSHIP FOR ACADEMIC CREDIT

**SUMMER  
INTERNSHIP**



**ENROLLED AS  
FALL UNITS**

**COMPLETE  
INTERNSHIP  
RECORD PRIOR TO  
SUMMER TERM,  
BEFORE SUMMER  
INTERNSHIP**

**FALL  
INTERNSHIP**



**ENROLL FOR  
FALL  
SEMESTER**

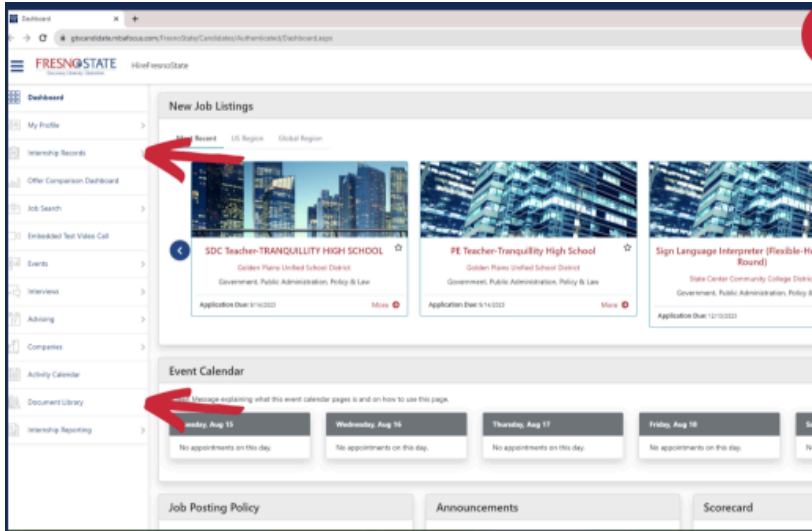
**COMPLETE  
INTERNSHIP  
RECORD PRIOR TO  
FALL, TYPICALLY IN  
SPRING SEMESTER**

**SPRING  
INTERNSHIP**



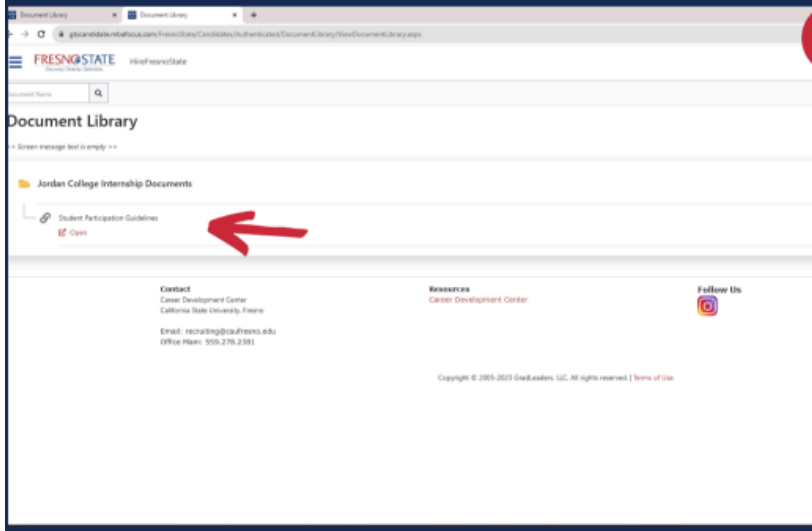
**ENROLL FOR  
SPRING  
SEMESTER**

**COMPLETE  
INTERNSHIP  
RECORD PRIOR TO  
SPRING, TYPICALLY  
IN FALL SEMESTER**



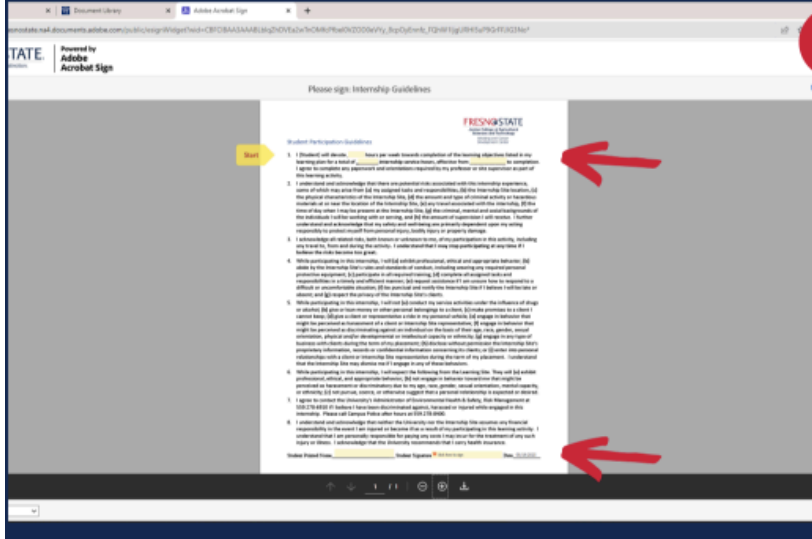
### Step 1

Log into HireFresnoState via MyFresnoState portal. Select HireFresnoState within the campus systems. It is important that you use the STUDENT log-in.



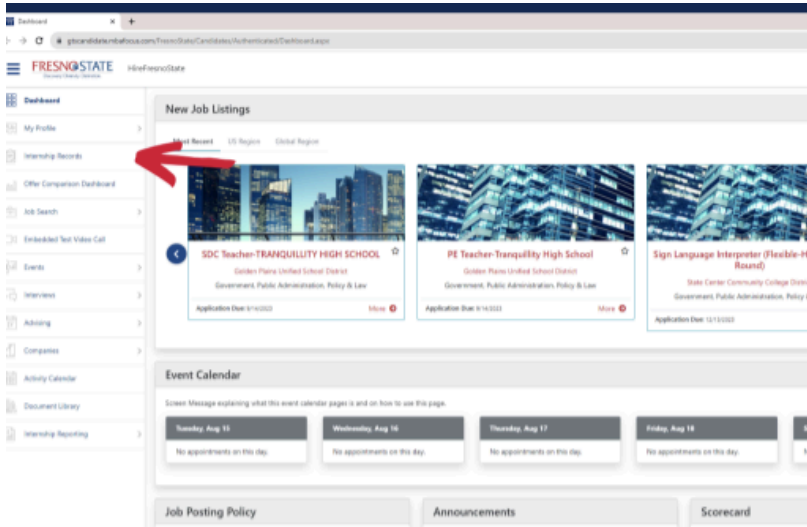
### Step 2

Click the "Document Library" on the bottom left. Then open the Jordan College "Student Participation Guidelines" form. If you do not see this form, use the search bar or email the Jordan College internship coordinator.



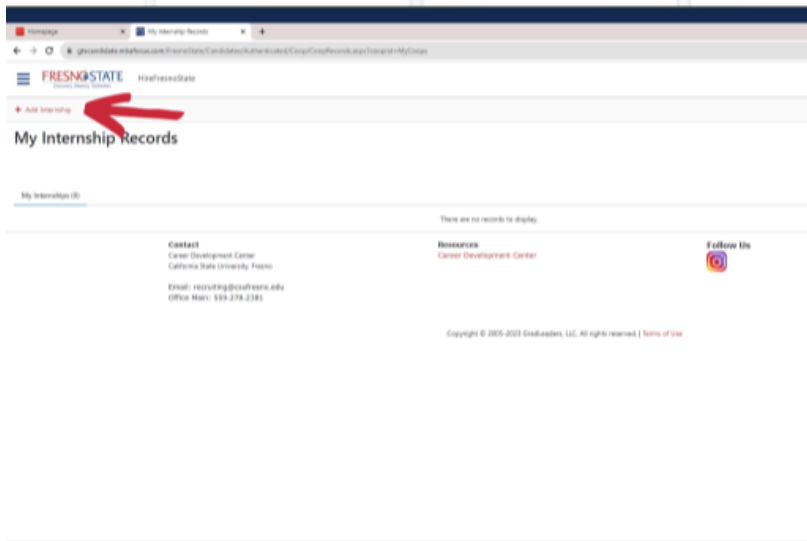
### Step 3

Complete the Student Participation Guidelines form. Hours per week x amount of weeks employed = Total number of internship hours. Sign & Submit, then download a copy to re-upload into Internship Record.



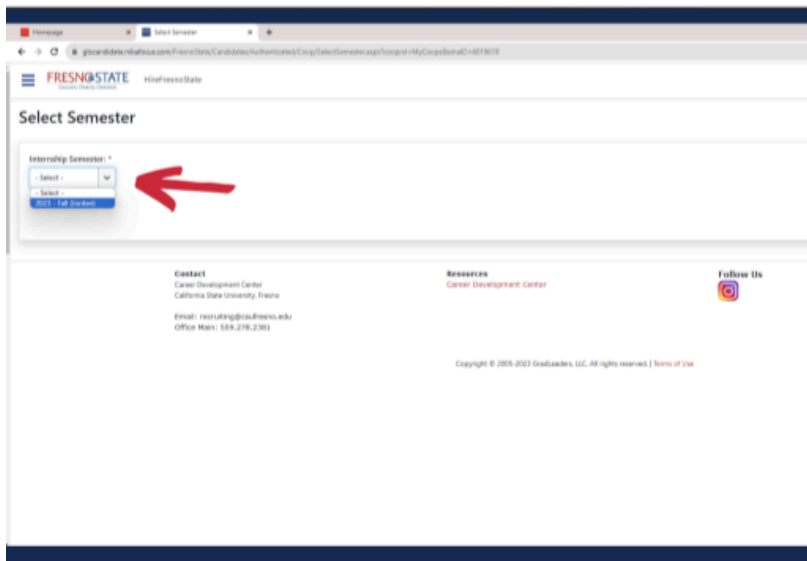
## Step 4

Revisit the dashboard and select "Internship Records", then select "My Internship Records".



## Step 5

Click "+ Add Internship" to begin your process.



## Step 6

Select the semester in which your internship will be active. For example, you are doing an internship in the Fall, therefore you will select "Year - Fall (Jordan)". Summer internships will select "Year - Summer (Jordan)".



**Add Internship**

Select Organization

Select Your Company:  
Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

Agriculture X' Company

Contact: Career Development Center, California State University, Fresno. Email: recruiting@csufresno.edu, Office Hours: 959-278-2300

**Step 7**

Input the Company or Organization's official name.

**COMPANY INFORMATION**

Please Note The Following:  
Please note the following in most cases a student may not accept a current job for internship credit. A student may provide an acceptance of their present work place as long as it is a progressive work learning experience in the area of study. The internship must meet the number of hours required by the course and must be supervised by someone who is an expert in the student's major option. A student may not complete an internship under the supervision of a parent or other family member. We reserve the right to contact the intended supervisor to verify information submitted on this page.

Contact Name \*  
City \*  
Postal Code \*  
Phone \*  
Supervisor Last Name \*  
Supervisor Email \*  
How did you find this position? \*

Organization Name \*  
Address Line 1 \*  
State \*  
Country \*  
Supervisor First Name \*  
Supervisor Title \*  
Have you or are you currently working for this company? \*

**Step 8**

Complete the application by inputting **THE COMPANY** or **ORGANIZATION'S** information. Please ask your direct supervisor for the appropriate information if you are unsure.

**PROPOSED INTERNSHIP POSITION INFORMATION**

Type of Organization \*  
This Internship Position Will Be Performed: \*  
Proposed End Date \*  
Detailed Proposed Position Description \*

Select One: \*  
Proposed Start Date \*  
Proposed Internship Job Title \*  
Student Participation Guidelines \*

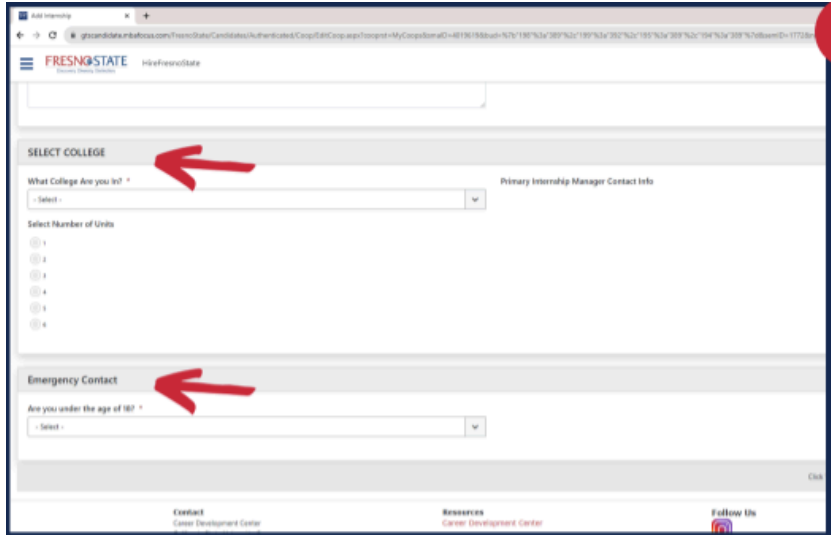
For example: John\_Doe Guidelines

SELECT COLLEGE

What College Are you in? \*

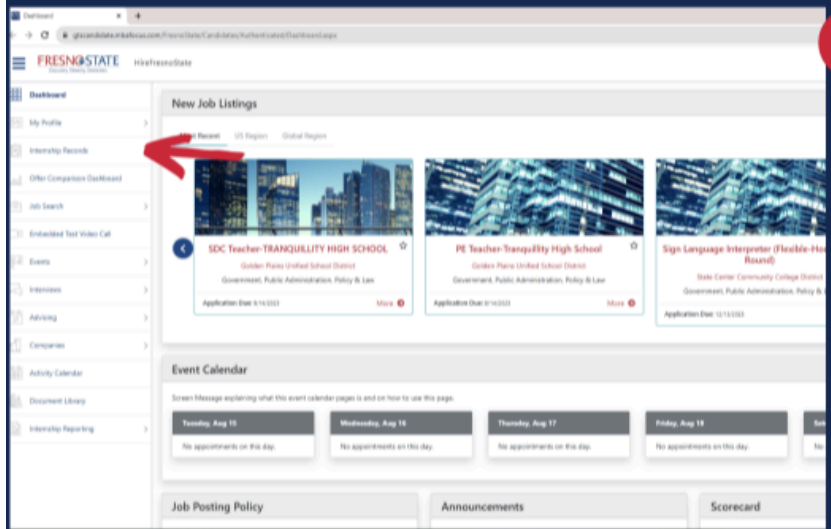
**Step 9**

Cont. the application by inputting information regarding your internship. In this section, you will re-upload the "Student Participation Guidelines" form and title it: First\_Last\_Guidelines.



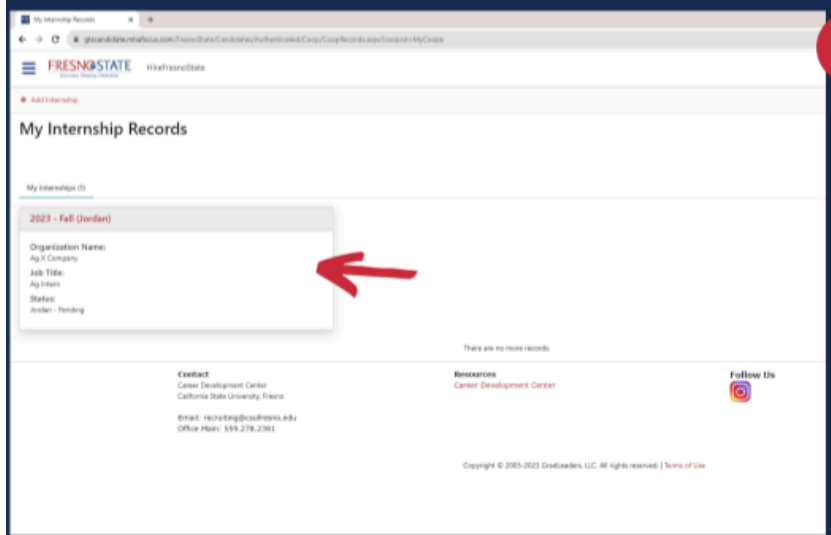
### Step 10

Cont. the application by selecting "Jordan College" and the internship course you will be enrolling in + number of units. Complete by providing two(2) emergency contacts and hit "save" to submit application.



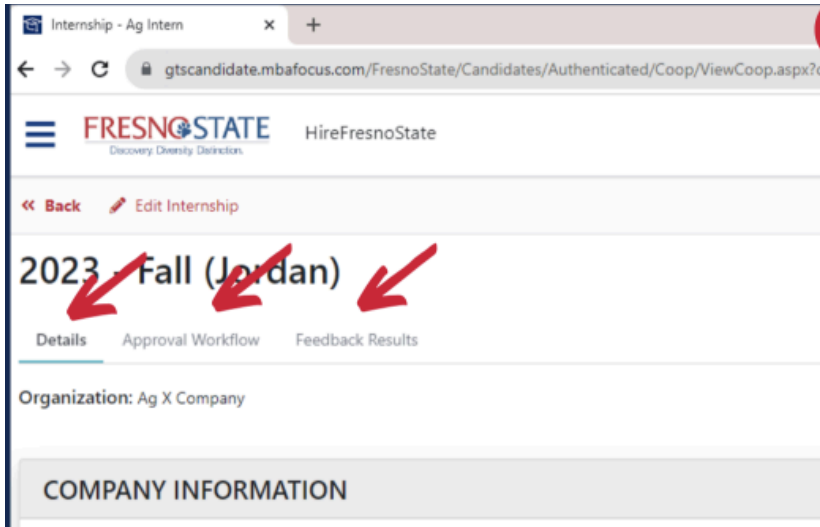
### Step 11

Once submitted, you may edit/revisit the application to make changes or check the status of the application under "My Internship Records".



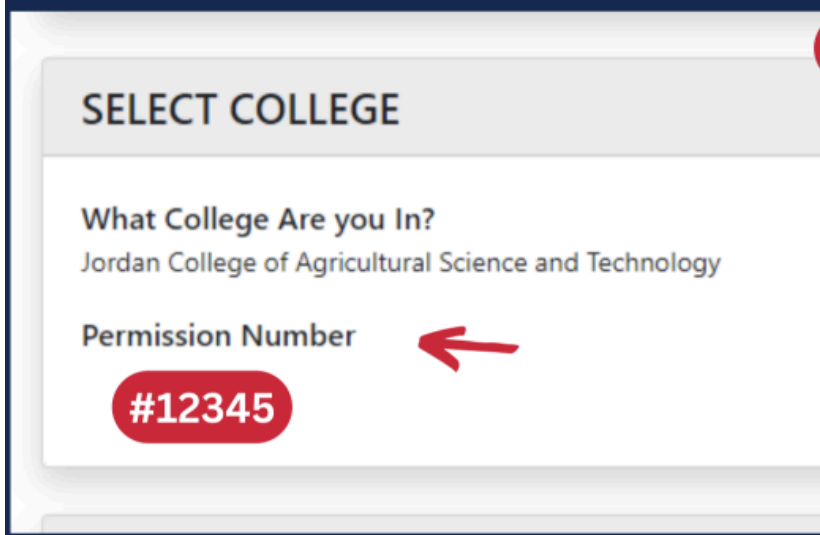
### Step 12

Submitted Internship Records will show up in your "My Internship Records".



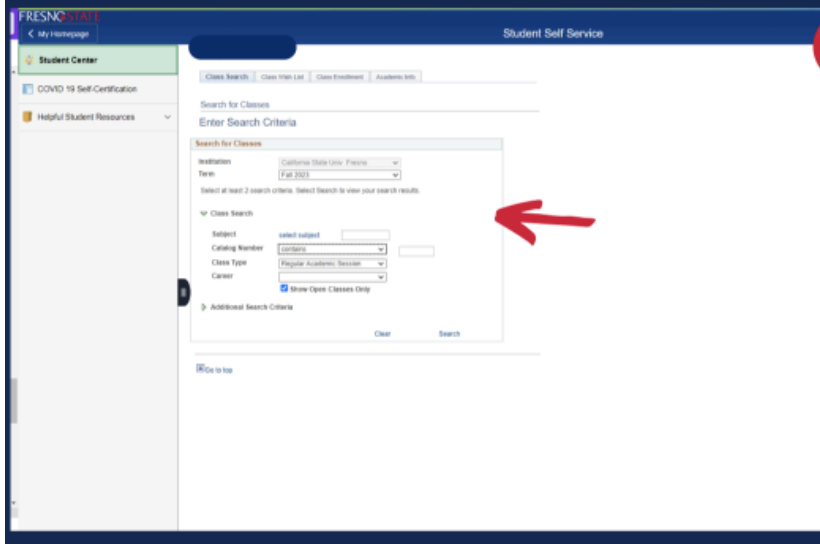
### Step 13

You may track the progress of your internship record via the "Approval Workflow" or "Feedback Results".



### Step 14

Once the application has been approved by both faculty and employer, a permission number will be inputted DIRECTLY into your internship record, under the "SELECT COLLEGE" section.



### Step 15

It is your (the student) responsibility to take the permission number granted to you and enroll yourself into the internship course, prior to any ADD/DROP deadlines of the semester.

## ADDING A COURSE USING A PERMISSION NUMBER

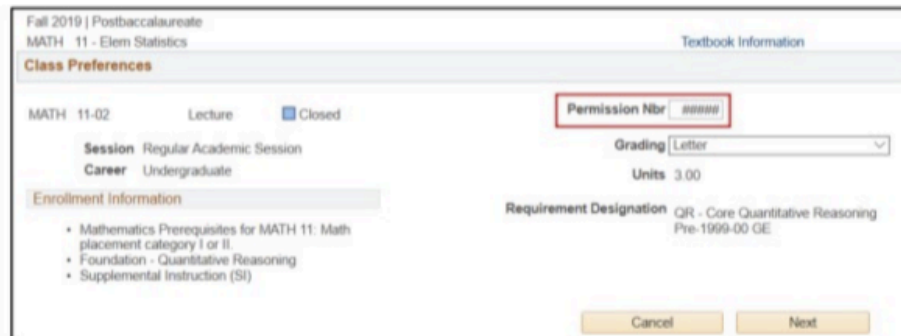
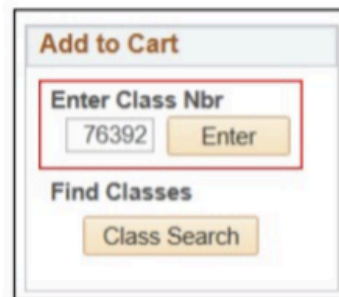
### Step 1:

On MyFresnoState, go to your Student Center (*Student Self Service* → *Student Center*) and select **"Class Wish List"** under My Academic Records and Registration



### Step 2:

After selecting "Class Wish List," find the "Add to Cart" box on the left side of the screen, and enter the **course number** into the "Enter Class Nbr" box. Select "Enter."



### Step 3:

Enter the **permission number** into the "Permission Nbr" box. Select "next" to add the course to your wish list. You are now able to enroll for the course as normal.

*(Select the course in the wishlist → "Enroll" → "Finish Enrolling")*

FOR QUESTIONS, PLEASE CONTACT THE JORDAN COLLEGE INTERNSHIP COORDINATOR:

NANCY VUE  
nvue@mail.fresnostate.edu

To schedule an appointment, please visit our office in AG 110 or call 559.278.4019