

Happy Friday 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:

- #27256813 - Harvest Fermentation Intern
Sokol Blosser
- #27256814 - Harvest Cellar Intern
Sokol Blosser
- #27256200 - Lab Assistant
USDA-Agricultural Research Services (ARS)
- #27256816 - Applications Intern
Givaudan Sense Colour
- #27256819 - Field Grounds Worker
FRESNO WARRIORS BASEBALL

Pathways Program – Summer Interns

Student Trainee (Associate FCA Examiner), VH-0599-32

- Vacancy Number: VA-24-0012-INT-VD
- Opened: 2/12/2024 Closes: 2/27/2024
- Full Performance Level: VH-32
- Position Location: OE, Staff Development Division
- Duty Location(s): McLean, VA; Bloomington, MN; Sacramento, California; Denver, Colorado; Irving, Texas
- Number of Position(s): Few
- Appointment Not to Exceed Date: 9/30/2024 (not to exceed date may be extended)
- Area of Consideration: All United States citizens who: are enrolled at least half-time as students in an accredited 4-year college/university Bachelor's or Master's degree program; will have completed at least their junior year in college when they enter the internship; have a cumulative GPA of at least 2.95; have a planned graduation date not before August 2024 but not later than June 2025; are majoring in a specified field (see qualifications tab of this announcement); and are in good academic standing.

To review the full job opportunity announcement, visit
<https://www.usajobs.gov/job/776051800>

Pathways Program – Recent Graduates

Associate FCA Examiner, VH-0570-34/25

- Vacancy Number: VA-24-0013-RG-VD
- Opened: 2/12/2024 Closes: 2/27/2024
- Full Performance Level: VH-39
- Position Location: OE, Staff Development Division
- Duty Location(s): McLean, VA; Bloomington, MN; Sacramento, California; Denver, Colorado; Irving, Texas
- Number of Position(s): Few
- Area of Consideration: To be eligible for this position, you must be a college graduate from a qualifying educational institution with either a Bachelor's or Master's degree within 2 years of your application. Students scheduled to receive their qualifying degree (see required fields of study noted in 2 below) no later than June 16, 2024 are also eligible.

To review the full job opportunity announcement, visit
<https://www.usajobs.gov/job/776049800>

The Hispanic Association of Colleges and Universities (HACU) National Internship Program (HNIP), in partnership with the **Department of Justice (DOJ)**, is currently seeking students to fill the following **paid internship positions**.

Pay rates:

- Undergraduate students: \$17.20/hour
- Graduate students: \$18.75/hour
- Positions are open for U.S. Citizens only

Seeking recent graduates or current students attending an accredited. The attached flier contains information on the type of duties will be carried by selected student interns.

Students interested in the positions available must apply online at <https://www.hacu.net/hacu/Apply.asp>. Please email hnip@hacu.net **once the application has been submitted.**

Internship Locations include: Los Angeles, CA; Fresno, CA.; Sacramento, CA.; San Diego, CA.; Santa Ana, CA.; San Jose, CA.

For any additional questions, you may contact the HNIP office at hnip@hacu.net or at 202-467-0893.

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

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.



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**

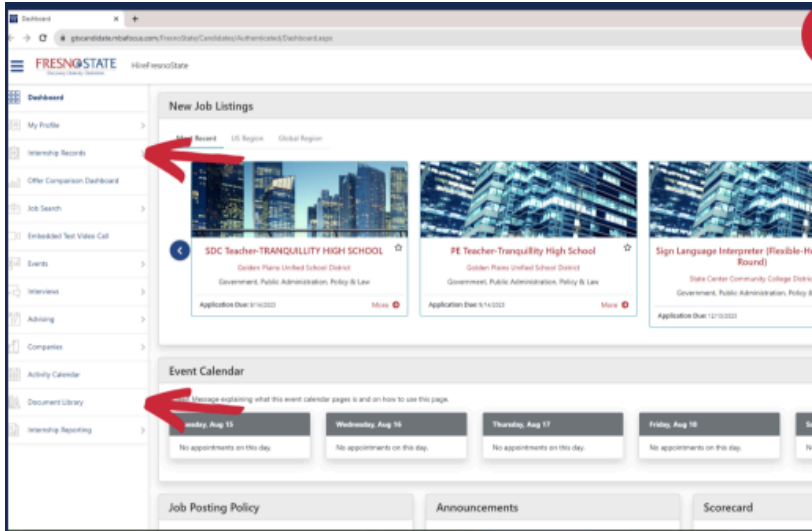
**COMPLETE
INTERNSHIP
RECORD PRIOR TO
FALL, TYPICALLY IN
SPRING SEMESTER**

**SPRING
INTERNSHIP**



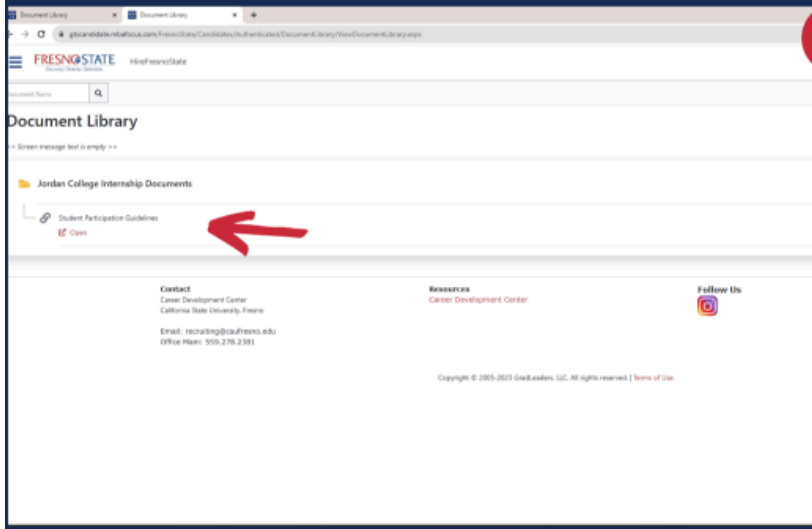
**ENROLL FOR
SPRING
SEMESTER**

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



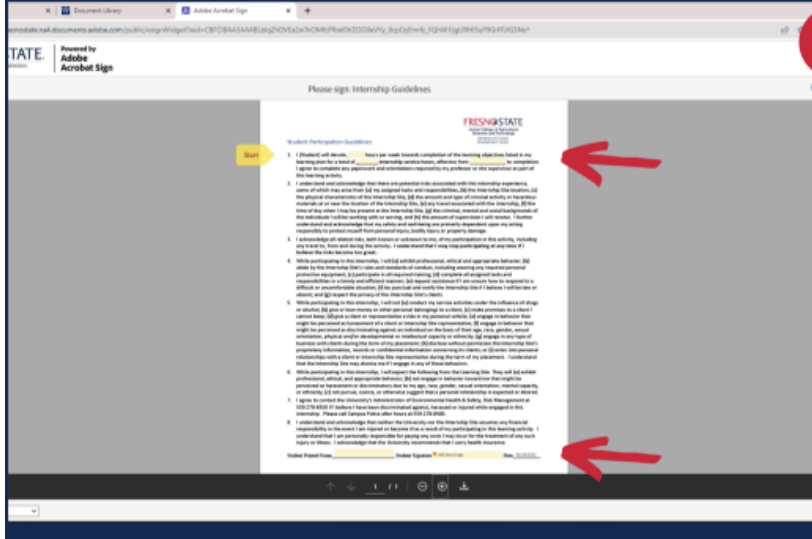
Step 1

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



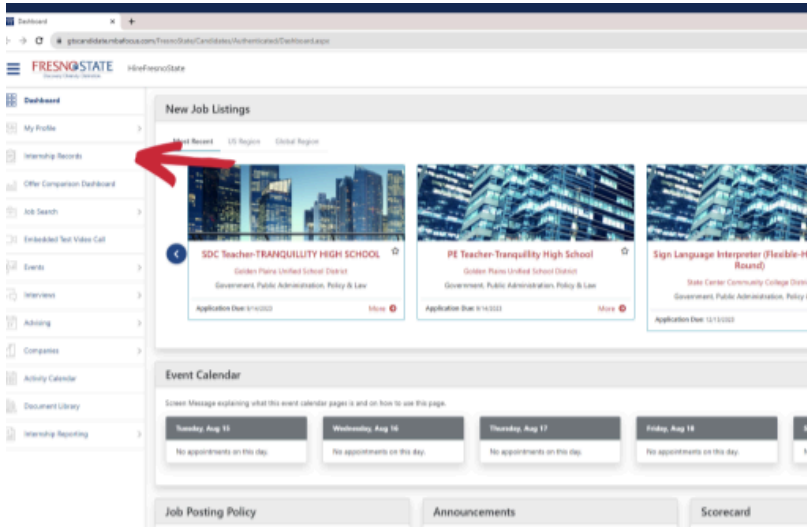
Step 2

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.



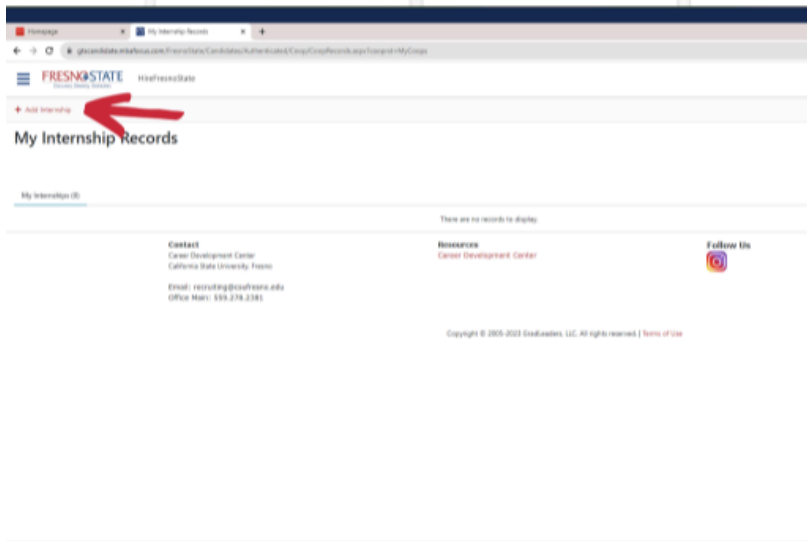
Step 3

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.



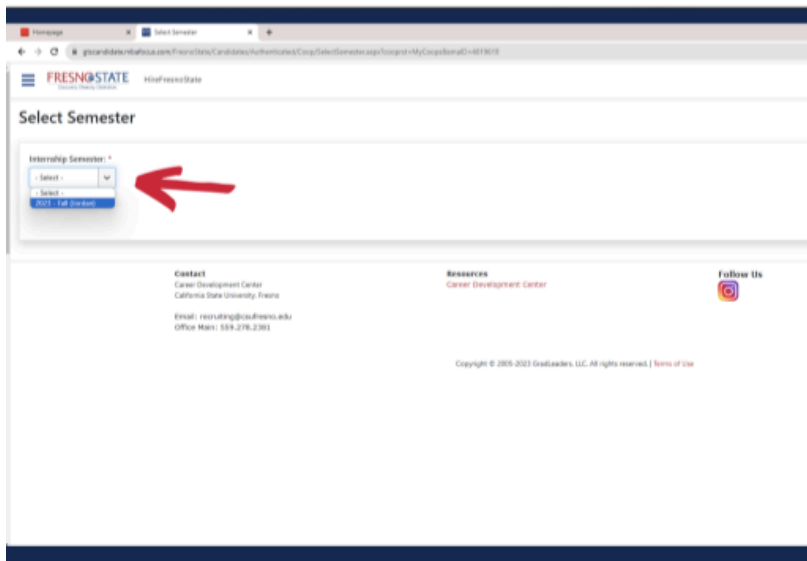
Step 4

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

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 proposal.

Organization Name *

Address Line 1 *

State *

Country *

Supervisor First Name *

Supervisor Title *

Have you or are you currently working for this company? *

How did you find this position? *

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 *

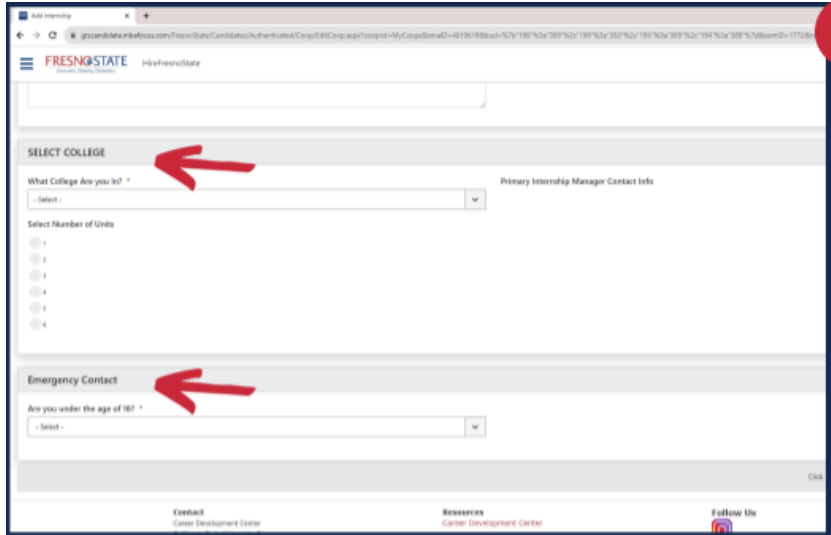
For example: John_Doe Guidelines

SELECT COLLEGE

What College Are you in? *

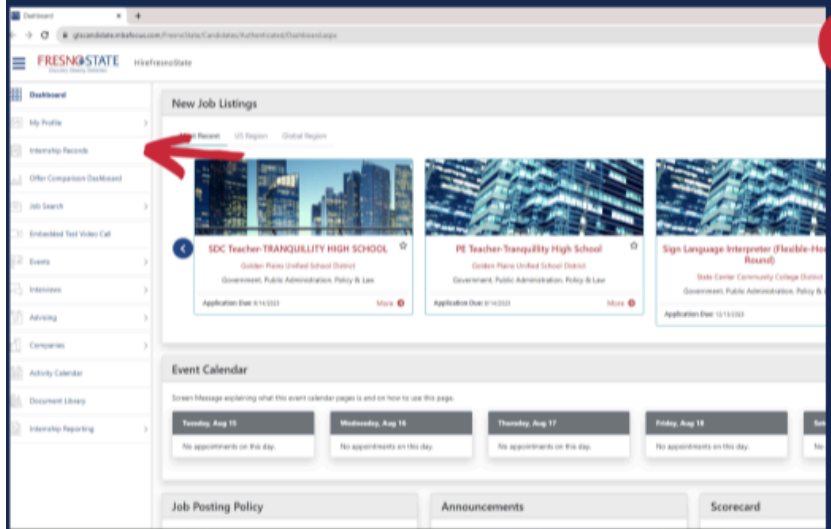
Step 9

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.



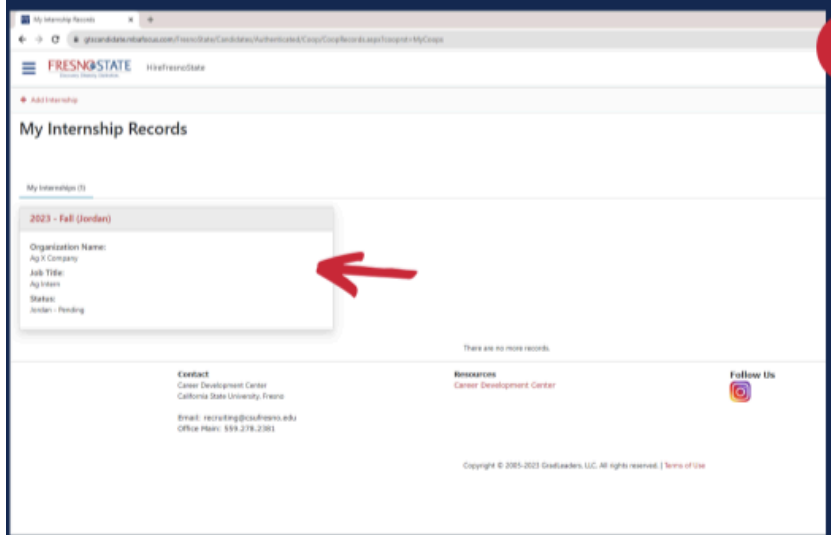
Step 10

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.



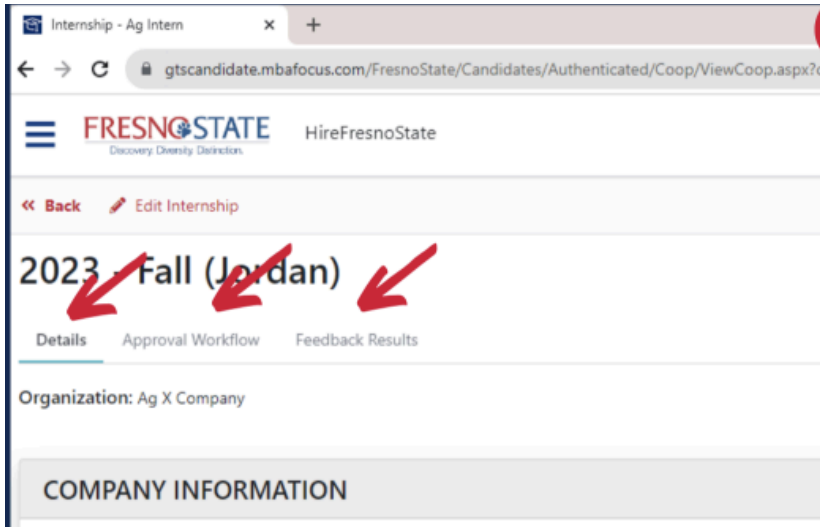
Step 11

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



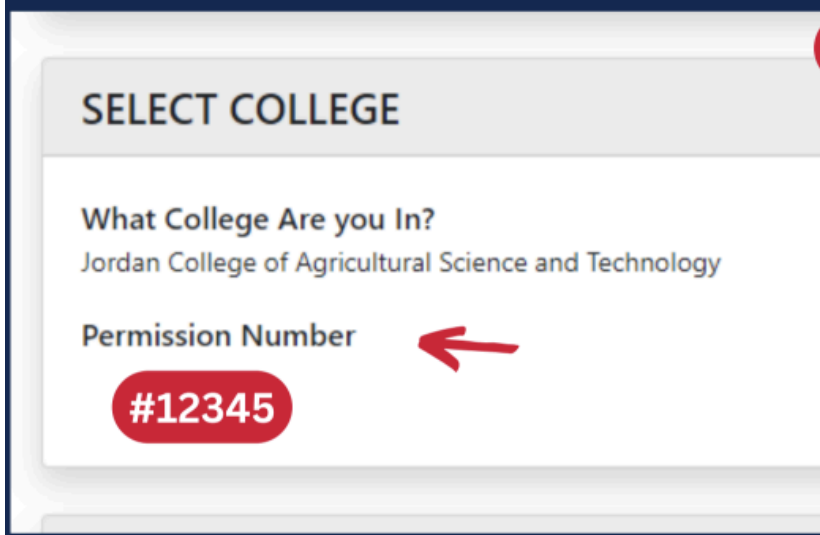
Step 12

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



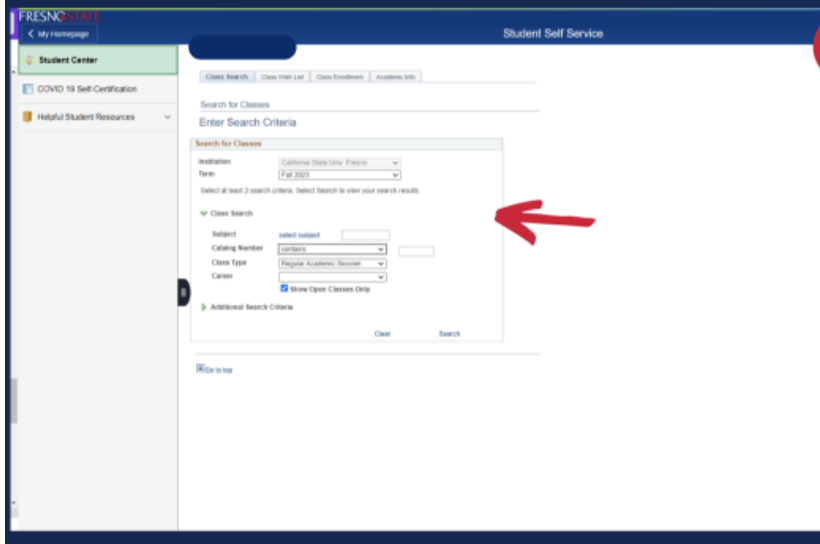
Step 13

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

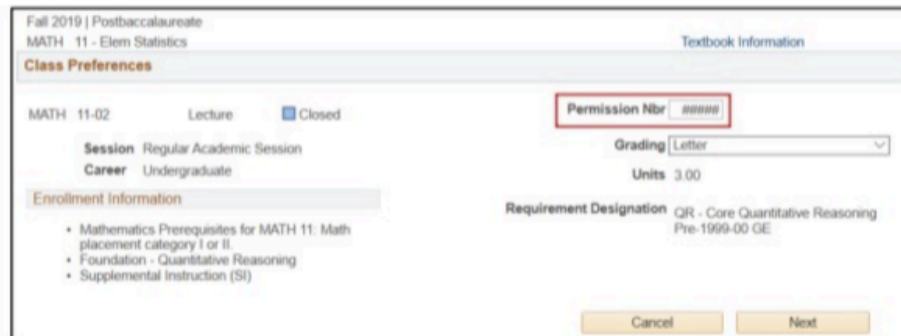
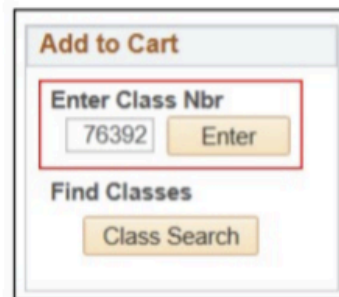
Step 1:

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."

A screenshot of the 'Class Preferences' page for MATH 11-02. The page shows course details like 'Session', 'Career', and 'Enrollment Information'. On the right side, there is a 'Permission Nbr' field with a red box around it, containing '#####'. Below it are 'Grading' (set to 'Letter') and 'Units' (3.00). At the bottom, there are 'Cancel' and 'Next' buttons.

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



Pathways Programs

The USDA Natural Resources Conservation Service (NRCS) offers internships for high school students and degree-seeking undergraduate and graduate students studying science and agriculture, management, business, technology and many other fields. We also offer programs for recent graduates from qualifying institutions. Read about the three career Pathways Programs for students and recent graduates.

Internship Program

The Internship Program provides paid work experiences for students who are in high school or pursuing an undergraduate or graduate degree in an accredited college or university (including Home-Schooling, Certificate Programs and Community Colleges). Interns may work during the summer, fall, spring or year round.

NOTE: Recruitment Incentive May Be Authorized & Available

Recent Graduates Program

The Recent Graduates Program provides individuals who have recently graduated from qualifying educational institutions or programs with developmental experiences in the Federal Government intended to promote possible careers in the civil service. Participants must have obtained a degree or completed a qualifying career or technical education program within the preceding two years. Veterans are eligible to participate in the program within six years of obtaining a degree or graduating from a qualifyi

Visit www.usajobs.gov/studentsandgrads to learn more and apply for Internship and Recent Graduate positions



“Our agency’s senior leadership was committed to my career development and wants all our PMFs to develop an impactful career in public service.”

T.J. Wilson, Recent NRCS PMF

Presidential Management Fellows Program

The Presidential Management Fellows (PMF) Program is a prestigious, competitive program that is managed by the Office of Personnel Management. The PMF Program supports leadership development for recent graduates who have been pre-qualified or recommended by a network of graduate schools. Graduates are provided with a two year appointment that may lead to conversion to a permanent appointment.

Potential PMF Program candidates should visit www.pmf.gov.

USDA is an equal opportunity provider, employer, and lender.



WWW.NRCS.USDA.GOV/CAREERS



Paid Internships Available for Summer 2024

The Hispanic Association of Colleges and Universities (HACU) National Internship Program (HNIP), in partnership with the **Department of Justice (DOJ)**, is currently seeking students to fill the following **paid internship positions**. Please disseminate this information at your campus.

- Pay rates:
 - Undergraduate students: \$17.20/hour
 - Graduate students: \$18.75/hour
- Positions are open for U.S. Citizens only
- Seeking recent graduates or current students attending an accredited college or university.

Students interested in the positions available must apply online at <https://www.hacu.net/hacu/Apply.asp>. Please email hnip@hacu.net once the application has been submitted.

For any additional questions, you may contact the HNIP office at hnip@hacu.net or at 202-467-0893.

POSITIONS AVAILABLE:

POSITION: Paralegal Interns in the USTP Field Offices

INTERNSHIP LOCATIONS:

Los Angeles, CA, San Francisco, CA, Fresno, CA, Sacramento, CA, San Diego, CA, Santa Ana, CA, San Jose, CA

AGENCY: Department of Justice (DOJ)

HOURS: 40/week

ASSIGNMENTS: Paralegal interns will assist office staff with a variety of tasks related to administrative and legal support services, and legal research.

Interns may be assisting with tasks, such as:

- Assisting with a variety of paralegal support assignments relating to bankruptcy cases.
- Providing support on assignments that generally involve the form, content, and processing of legal documents and the procedures involved in storing and retrieving case information.
- Providing trial and deposition support to include the organizing and creation of exhibits.
- Conducting factual research related to public corporations and corporate grievances. Verify citations and legal references. Format, edit, and proofread documents.

- Reviewing bankruptcy petitions, schedules, and statements to identify fraud or abuse.
- Observing Initial Debtor Interviews, 341 Meetings of Creditors, and court hearings.

The ideal candidate will have excellent research skills, show attention to detail, desire to work as part of a small team of professionals, and be committed to fairness and integrity in the administration of the bankruptcy system.

POSITION: Analyst/Auditor Intern in The United States Trustee Program (USTP) Offices

INTERNSHIP LOCATIONS: Los Angeles, CA, San Francisco, CA, Fresno, CA, Sacramento, CA, San Diego, CA, Santa Ana, CA, San Jose, CA,

AGENCY: Department of Justice (DOJ)

HOURS: 40/week

ASSIGNMENTS:

Analyst and Auditor interns will assist office staff with financial analysis and related investigative work associated with bankruptcy cases. This analysis and investigative work support the litigation and civil enforcement efforts of USTP.

Interns may be assisting with tasks, such as:

- Working closely with staff, including attorneys, paralegals, and auditors, to review and analyze bankruptcy cases.
- Assisting with determining adequacy and accuracy of financial documents submitted, including review and analysis of bankruptcy and financial documents, sometimes for testimony at trial.
- Assisting with reviewing and analyzing bankruptcy cases administered by standing and panel trustees.
- Assisting with reviewing the debtor's compliance with required forms and documents.
- Observing Initial Debtor Interviews, 341 Meetings of Creditors, and court hearings.

Seeking students to study accounting or a degree in a related field such as business administration, finance, or public administration. The ideal candidate will have excellent research skills, show attention to detail, desire to work as part of a small team of professionals, and be committed to fairness and integrity in the administration of the bankruptcy system. Before entry on duty, all interns must undergo a suitability determination based on information provided in their security forms, a credit report, and a fingerprint check. This process can take several weeks.



Title: Forestry Conservation Technician

About Sierra RCD: A non-regulatory, non-taxing, nonprofit, Special District of the State of California, under the Public Resources Code (PRC9003); the mission and function of the SIERRA RESOURCE CONSERVATION DISTRICT (Sierra RCD) is to take available technical, financial, and educational resources, whatever their source, and focus or coordinate them at the local level, to meet the present and future natural resource needs of the local land user. Offices are in Auberry and Fresno, CA. More information can be found at www.sierrarc.com

Sierra RCD service area covers the eastern half of Fresno County and has two main programs in operation that interact with local land users and landowners: the Forestry and Watershed Program which predominantly focuses within the Sierra Nevada Mountains, and the Agriculture and Rangeland Program which focuses within the foothills of the Sierra Nevada Mountains and Central Valley floor.

Responsibilities and duties: The Conservation Technician is responsible for developing and coordinating the implementation of Climate-Smart Forestry planning and facilitation of implementation on non-industrial forestland throughout California. Principally, on a day-to-day basis, the Conservation Technician works closely with the Fresno County Natural Resources Conservation Service (NRCS) on facilitating applications for financial and technical assistance on specific conservation practices – including under the Regional Conservation Partnership Program (RCPP) with the California Association of Resource Conservation Districts (CARCD) funded by the NRCS. The Conservation Technician works to reach the objectives and goals of the NRCS programs, while operating in alignment with the values of Sierra RCD.

Primary Duties Include:

- Support Fresno County NRCS staff in data entry to process contracts in the field office using NRCS-approved computers with Conservation Desktop.
- Technical Assistance (TA): Technical Assistance to help NRCS staff, landowners, or partners as needed to support EQIP/CSP contract development. This may include project design, forestry practice implementation, and inspection of forestry field practices associated with a NRCS or partner project.
- Forest Management Plans (FMP): Assist in the development of FMPs for landowners who respond to outreach or are otherwise assigned by NRCS. Assistance includes entering FMPs into Protracts, screening applicants, and offering office-based assistance to landowners.
- Conduct client outreach and recruitment: This includes participating in efforts to recruit new clients for TA and FA programs in NRCS or other partner programs.

Other duties include, but are not limited to:

- Establish and/or maintain mutually beneficial working relationships with aligned agencies, organizations and other entities that provide relevant expertise and technical or financial assistance.
- Work with colleagues and partner agencies, organizations, and other entities, to plan, coordinate and broaden outreach efforts for all program-related projects and events.
- Represent Sierra RCD at public meetings, and occasionally make presentations on the work of Sierra RCD at events and workshops; and provide regular updates to Senior Staff on progress, challenges, and successes.
- Participate in developing grant proposals and support awarded grants that benefit the F/W Program.

Essential Education and Experience:

- Associate's degree, or equivalent professional experience, in forestry, agriculture, natural resource management, water resources, resource conservation, environmental sciences, or related fields.
- Ability to work independently, multi-task, and prioritize in a dynamic work environment.
- Working directly with land managers, farmers, ranchers, and other forestry and agriculture environmental professionals, organizations, and stakeholders.
- Proficiency with MS Office, spreadsheets, databases, and word processing.

Desirable Qualifications:

- Experience in a leadership role on project management.
- Understanding of the unique forestry and agricultural industry and culture of the Central Valley.
- Multi-lingual proficiency.
- Ability and desire to work in an office with occasional site visits with a desire to advance in professional conservation planning.
- Demonstrated ability to work with landowners on providing recommendations and services for land management or conservation.

Reports to: SRCD Program Manager and NRCS District Conservationist.

Commitment: Starting between \$20.00-\$26.00 per hour– or higher with experience and desired qualifications. This is a full-time, non-exempt position. Initially, this position will start part-time for the first month of onboarding leading to full-time at the NRCS Fresno office by month two.

To Apply: This position is OPEN UNTIL FILLED. Please submit your resume to Chelsea Hutchens and via email: chutchens [at] sierrarc.com.



Sierra Resource Conservation District Forester Apprenticeship Program

Established 2024

Program Summary

We envision healthy Sierra Nevada forest and foothill conditions with active management that employs people, supports recreation, is ownership-based, and relies on effective private and government partnerships.

The Sierra RCD Forestry and Watershed Program serves the residents of Eastern Fresno County in Firesafe and Stewardship Activities. The program conducts property surveys and forest health and fire prevention projects. These projects work on State lands in partnership with local agencies and Firesafe Councils. The Program works in partnership with the Federal Partners at the Sierra and Sequoia NF's on joint projects and initiatives.

The following outlines the Sierra RCD's Forester Apprenticeship Program's eligibility, requirements, and process for becoming a Registered Professional Forester.

SRCD Eligibility

- Have a bachelor's degree OR have an associate degree in Natural Resources or other Environmental or Practical Trade Program
- Be a full-time Employee at Sierra RCD for the Forestry and Watershed Program
- Be in good standing with employment duties and responsibilities.
- Commit to Exemplifying Sierra RCD's core values of Responsibility, Stewardship, and Innovation
- Must complete a minimum of one year of full-time work for Sierra RCD to receive a signature of the Registered Professional Forester process.

Process

The process for becoming a Registered Professional Forester is set up complying with the California Forest Practice Rules Standards, see section 1621.

As part of enrollment in this program Sierra RCD commits to providing qualifying education, training, and practical work experience needed to qualify for the Professional Foresters licensure exam.



Stewardship – Responsibility - Innovation

Title: Forestry Project Manager

Purpose: The Forestry Project Manager is available to lead the Fire Safe and Fuels Reduction Team. This role is to support the fire safety and forest stewardship initiatives of the Sierra Resource Conservation District. The position requires that the chosen applicant demonstrates the District's core values as well as organizational abilities, attention to detail and is a great communicator. The District serves local landowners in resource conservation for Eastern Fresno County.

Responsibilities/Duties:

Field Duties: Responsibilities include coordinating all design matters relating to projects and managing Vegetation Management Operations. Work to ensure that the multi-disciplinary teams that give technical support or implement projects; teammates, contractors, hand crews and volunteers, work together smoothly, ensuring that timelines are met so that project deliverables are met in full and on time. Responsible for forestry practice implementation and inspection of forestry and watershed projects for local landowners in eastern Fresno County. Conduct Land Management Plans, Conduct site visits, Attend community related events. Collect data and Create field maps using ESRI based applications. Manage and support forestry team with Firewise Community projects and workday events. Manage and run fuels reduction equipment. Tool and vehicle maintenance, Provide Safety Supervision.

Administrative duties: Act as a Liaison to establish and/or maintain mutually beneficial working relationships with aligned agencies, organizations, contractors, landowners, and other entities to provide relevant expertise and technical or financial assistance. Represent Sierra RCD at public meetings, and occasionally make presentations on the work of Sierra RCD at events and workshops; and provide regular detailed updates to Program Manager and Senior Staff on progress, challenges, and successes. Upload, format, and deliver Property Assessment Reports to landowners. Track and report vegetation management documentation and numbers. Track and report contractor and volunteer numbers and hours. Participate in team and project planning. Landowner communication and scheduling. Project check-in summaries. Assist with Environmental documentation and Contracts. Work closely with senior staff to document grant deliverables, project timelines and milestones.

Essential Education and Experience:

- Bachelor's degree, or equivalent professional experience, in forestry, natural resource management, water resources, resource conservation, environmental sciences, or related fields. Related associate's degree may be considered.
- Experience in a leadership role on project management.
- Ability to work independently, or with a team, multi-task, and prioritize in a dynamic work environment.

- Experience handling and/or working with fuels reduction equipment, chainsaws, woodchippers, and trailers.
- Working directly with the public, land managers, and other forestry and environmental professionals, organizations, and stakeholders.
- Proficiency with MS Office, excel, word processing, and outlook.
- Reliable Transportation

Desirable Qualifications:

- Understanding of the forestry industry and culture of eastern Fresno County's foothills and mountainous areas.
- Identification of trees, plants, and native species.
- Demonstrated ability to work with landowners on providing recommendations and services for land management or conservation.
- Environmental Certifications.
- Ability to understand and depict topography on maps and in the field.
- GIS Knowledge.
- Ability and desire to work outside.
- Interest or experience in prescribed fire

Reports to: Chelsea Hutchens, Forestry and Watershed Programs Manager

Commitment: Starting between \$25.00-\$27.00 per hour – or higher with experience and desired qualifications. This is a full-time position. Flexible schedule, weekly staff meeting, occasional Saturdays/weekend commitments.

Benefits: Qualifying Paid Vacation, Medical, Mileage, Sick Pay, and Holidays. District Vehicle Use. Registered Professional Forester Apprenticeship Program.

This position qualifies for enrollment in the Sierra RCD Forester Apprenticeship Program. Employees can expect to be trained or begin learning Forest Practice Rules and Laws, write Fire Risk Evaluations and Land Management Plans, knowledge of rare and endangered species protections, knowledge of common forest insects and diseases found in Southern Sierra. Additionally, the ability to conduct forest inventory and fuel loading assessments, knowledge of California Environmental Quality Act and the ability to prepare those documents, and professionally interact with landowners, consultants and other government officials, ability to write and administrate contracts.