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 Spring internship for Spring Credit: October 1 - Feb 14. Please view the attached JCAST Internship Records Instructions.

Jobs/Internships

HireFresnoState:

- #27253762 Field Scout Intern
 Four Seasons AG (Four Seasons Ag is looking for PCA interns)
- #27253460 Floral Designer
 The Palatine, RSVP Style Floral Department
- #27253952 Science In AG Intern
 USDA Agricultural Research Service (ARS)
- #27254074 Quality Control Inspector Ichiban
- #27254076 Sales Coordinator Ichiban

USDA Forest Services:

Rangeland Management Specialist GS-0454-07/09 FPL GS-11 (Duty Station: Prather, CA and others)

- 24-NPT-SRM-454-79-FS-CAB (Merit) <u>USAJOBS Job Announcement</u>
- 24-NPT-SRM-454-79-RG (Recent Graduates) <u>USAJOBS Job Announcement</u>

Range Manager Development Program Trainee GS-0401-07 FPL GS-09 (Duty Station: Prather, CA and others)

This is a developmental trainee position. It is an 18-24 month program with an emphasis of training in rangeland management. You will be expected to complete at least 18 semester hours of undergraduate or graduate coursework in range management from a qualifying accredited educational institution. Upon successful completion, you will be promoted into a GS-09 Range Management Specialist position.

- 24-NPT-SRM-401-7-FS-RS (Merit) <u>USAJOBS Job Announcement</u>
- 24-NPT-SRM-401-7-FS (Recent Graduates) <u>USAJOBS Job Announcement</u>

Archeologist GS-0193-07 (09) (Duty Stations: North Fork CA and Prather CA and others)

- 24-NPT-SRM-193-7-FS-NSD (Merit) <u>USAJOBS Job Announcement</u>
- 24-NPT-SRM-193-7-RG (Recent Graduates) <u>USAJOBS Job Announcement</u>

Soil Scientist GS-0470-07/09 (11) (Duty Station: North Fork CA and others)

- 24-NPT-SRM-470-79-FS-NSD (Merit) <u>USAJOBS Job Announcement</u>
- 24-NPT-SRM-470-79-RG (Recent Graduates) <u>USAJOBS Job Announcement</u>

Sierra National Forest – Permanent Support Services Specialist | Clovis, CA

The Sierra National Forest – Administrative Department is looking to fill a permanent Support Services Specialist. Please see the attached Vacancy Notice for more information on the Major Duties of the position.

For more information about this position you may contact:

• Barbara Fleming, at (559) 297-0706 ext. 4801 or via email at barbara.fleming@usda.gov

Position	Series/Grade	Vacancy Announcement	Duty Station
Support	GS-0342-06/07	https://forestservicecareers.usajobs.gov/job/757	Clovis, CA
Services	\$ 44,242 - \$	638000	
Specialist	63,914	(24-CHI-OCR-12181958-DP)	

Benefits & Balance while working for the Forest Service: https://www.fs.usda.gov/working-with-us/employee-benefits-and-balance

Attached you will also find the following to help in your application process:

- Flyer Building a Federal Resume
- Flyer Navigating USAJobs
- FS Jobs Tips for applicants' sheet

Helpful information below:

- Don't wait until the last minute to apply. We highly suggest you apply as soon as possible!
- Read all questions and response options carefully before selecting a response.
- Review application (responses to questions and attached documents) before submitting.
- Check the status of your application in USAJOBS after applying.
- The position may be filled with a direct hire authority prior to the announcement going out, so don't delay sending in your interest form and resume.

Review the <u>Careers | US Forest Service (usda.gov)</u> page to learn about career opportunities, benefits, hiring events, and resources to help with the application process.

Additional Resources Available:

- Please review the attachments included.
- How to Apply | US Forest Service (usda.gov)
- U.S. Forest Service Website: Welcome to the Forest Service: Applying for a Job
- Federal Resume Writing
 - https://www.usajobs.gov/Help/fag/application/documents/resume/what-to-include/
- https://www.usaiobs.gov/Help/fag/application/documents/resume/what-to-leave-out/
- Building Your Federal Resume in USAJOBS
- <u>5 Tips for Communicating Your Qualifications</u>
- Make Your Volunteer Experience Count
- <u>Eligibility (Competitive Service, Excepted Service, Appointment Type, CTAP, ICTAP, RPL, and</u> Reinstatement
- Reading SF-50s to Determine Service and Appointment Type
- <u>Difference between eligibility and qualifications</u>
- Frequently Asked Questions
- Review the <u>Tips for Applicants</u>
- Review the Required Documents for special hiring authorities
- Schedule a Resume Review or Mock Interview with a Regional Recruiter
- How much will I be paid: <u>SALARY TABLE 2023-RUS (opm.gov)</u>

Student Internship Positions Now OPEN!

- **Starting (February 6**th), the Natural Resources Conservation Service (NRCS) is posting job announcements for over <u>130 Pathways Internships</u> opportunities for summer 2024. This is a nationwide announcement targeting students majoring in Agriculture, Natural Resources, Environmental Science, and other related degrees.
- Review and apply to positions using this link:
 https://www.usajobs.gov/Search/Results?a=AG16&hp=student&p=1
- Please share this information with anyone that would be interested.

Recent Graduate Positions Opening Soon!

NRCS will also post approximately <u>290 Pathways Recent Graduate</u> positions throughout the U.S.
 These are full-time, entry-level jobs targeting Seniors graduating this December or those who

- graduated in the past two years. These opportunities will focus on the same majors (Agriculture, Natural Resources, Environmental Science, Related Sciences, and Engineering). *The Recent Graduate positions will post February 12th and will be open for approximately 15 days.*
- Seniors that are graduating within 120 days of the Feb. 12th date are eligible to apply as well as those who graduated within the past two years.
- Once posted, positions will start to populate online here:
 https://www.usajobs.gov/Search/Results?a=AG16&show=hp&hp=graduates&p=1

All job posting will be on www.usajobs.gov and all applicants must apply on www.usajob.gov. There are several ways to search USAJOBs, but the links provided above have the filters set for "Natural Resources Conservation Service (NRCS)" and the student/recent graduate positions. Interested applicants are encouraged to apply on or soon after the job posting date(s).

Please share this information with your network. We will send another email with additional information when these Pathways opportunities are announced. Attached is the Pathways Program flyer and here is a link to a federal resume guide:

https://www.energy.gov/sites/prod/files/2014/03/f12/Federal%20Resume%20Guide.pdf

ASV WINES - Winemaking & Enology Internship Program

- Openings available beginning in July in the Central Valley and the Southern Bay Area.
- PDF Flyer Attached.
- Who is ASV Wines?
 - ASV Wines is an organic and sustainable certified winery. We process grapes from all
 over California at our two facilities, focusing both on processing and selling wines along
 with bottling of our own nationally distributed brands. We have two facilities, one in San
 Martin (approximately 20 miles south of San Jose) which focuses on coastal fruit and the
 Lodi appellation. The McFarland facility, located approximately 30 miles north of
 Bakersfield, focuses predominantly on central valley fruit in larger production.
- Please email your resume to internship@asvwines.com

Undergraduate "Science-in-Action" Summer Training Program in Parlier, CA

The USDA Agricultural Research Service (ARS) National Arid Lands Plant Genetic Resources Unit (NALPGRU) in Parlier, CA. is offering highly qualified students with a professional experience through their Science in Action summer training program. This is a fully funded 8-week summer training that provides student interns with the opportunity to work directly work with scientists and technicians across multiple research and management activities supporting the conservation and use of plant genetic resources. This includes research projects investigating the use of different pollinators in guayule and squash seed production, collecting physical data on plants in field and greenhouse conditions, establishing new guayule and cactus field plantings, vegetable seed and bulb production, processing harvested plants for seed recovery, and data management in genetic resources information systems.

Based on successful completion of the first year, students may have an option to complete a second 8-week internship the following summer.

The internship will be offered in Parlier, CA. All application materials must be emailed or postmarked no later than *Friday, February 9, 2024* and sent to <u>Chandra.Holifield@usda.gov</u> or *Science-in-Action, c/o Chandra Holifield Collins, 2000 E. Allen Rd., Tucson, AZ. 85719*.

Applicant Eligibility Requirements

Applicants must:

- Be a U.S. citizen or have Permanent resident status
- Currently attend and have completed at least one year of attendance at a 4-year Hispanic-Serving Institution (HSI)
- Have a cumulative **GPA of 3.0** or higher (on a 4.0 scale)
- Major in an area of study associated with agriculture; horticulture; forestry; food science; nutrition; natural resources; or related sciences

Internship Benefits

- Hands-on Laboratory and Field Experience
- Mentoring network
- Potential renewal for a second summer (contingent upon successful completion of prior year and normal progress toward a bachelor's degree)
- Potential College Credit
- Paid Salary
- Funding for housing and roundtrip travel to location

For more information on the program and to access the application, please see the attached materials.

Questions concerning the Science in Action Summer Program can be addressed to Juan Alvarez at juan.alvarez@usda.gov.

As always, review active jobs posted on HireFresnoState:

https://jcast.fresnostate.edu/student-success/login/index.html

Scholarships & Grants

- Agriculture Scholarship Centre for Basis Trading Education, Inc.
- ASC's Basic Scholarship Award is a \$5,000.00 award, payable in two installments of \$2,500 per semester (Fall and Spring) with the requirement that the award of the second (Spring Semester) \$2,500 installment is subject to both (i) the successful completion of Basis Trading Essentials course by December 31st of Fall semester with a grade of at least 80%, and (ii) successful completion of the first semester with an official transcript provided to ASC with a GPA of 2.5 or

higher prior to issuance of further funds. The Basis Trading Essentials Course is an online course provided to the student at no charge.

How do I apply?

 Visit <u>www.ascapply.org</u> to download an application as well as the Scholarship Application Requirements. Submit all documents via email to: jan@ascapply.org

To learn about more scholarships, click <u>here</u>.

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.

Step By Step YouTube Videos for Resume Building:

Building Your Federal Resume in USAJOBS

<u>5 Tips for Communicating Your Qualifications</u>

Make your Volunteer Experience Count



Jordan College of Agricultural Sciences and Technology

HOW TO REGISTER AN INTERNSHIP FOR ACADEMIC CREDIT

SUMMER INTERNSHIP



COMPLETE
INTERNSHIP
RECORD PRIOR TO
SUMMER TERM,
BEFORE SUMMER
INTERNSHIP

FALL INTERNSHIP

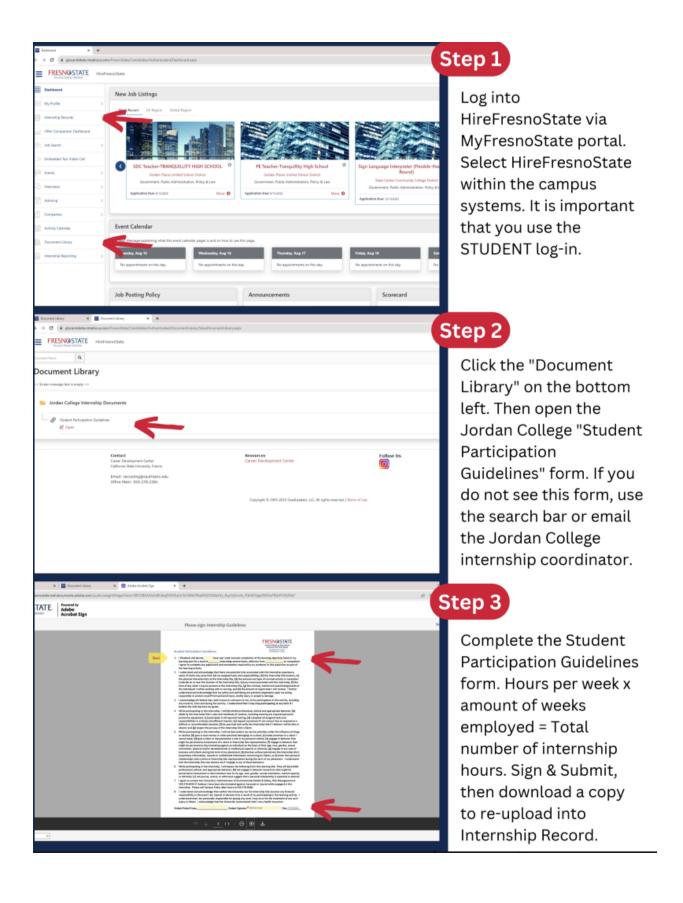


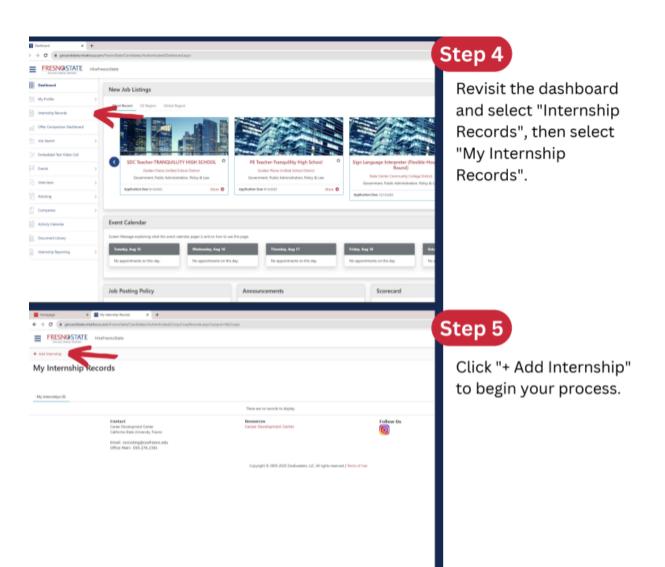
COMPLETE
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RECORD PRIOR TO
FALL, TYPICALLY IN
SPRING SEMESTER

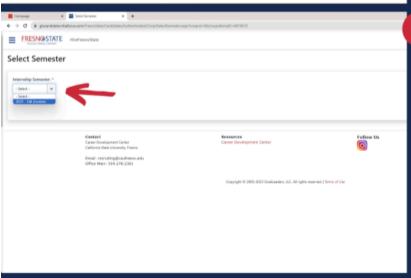
SPRING INTERNSHIP



COMPLETE
INTERNSHIP
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SPRING, TYPICALLY
IN FALL SEMESTER



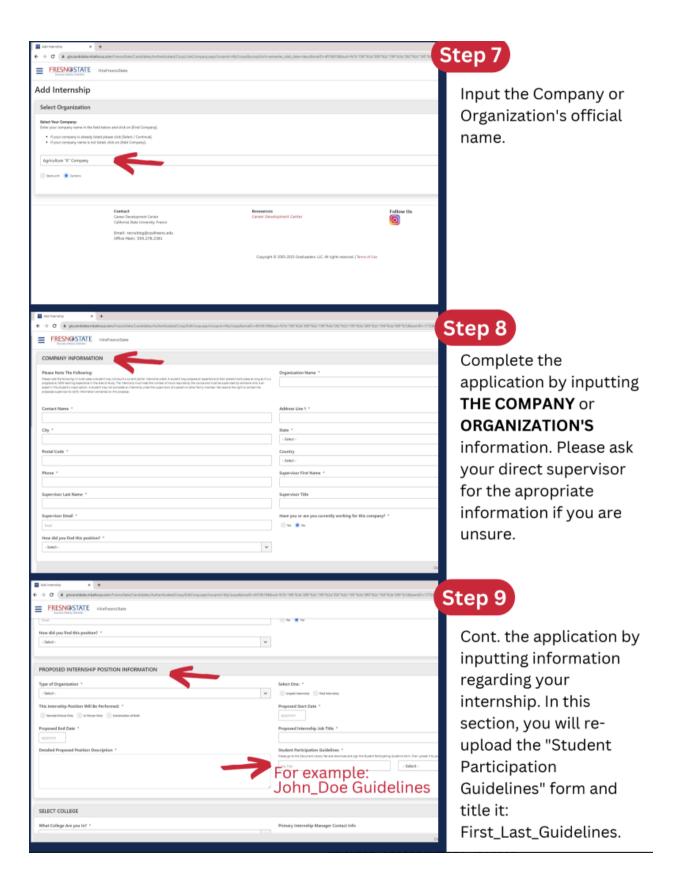


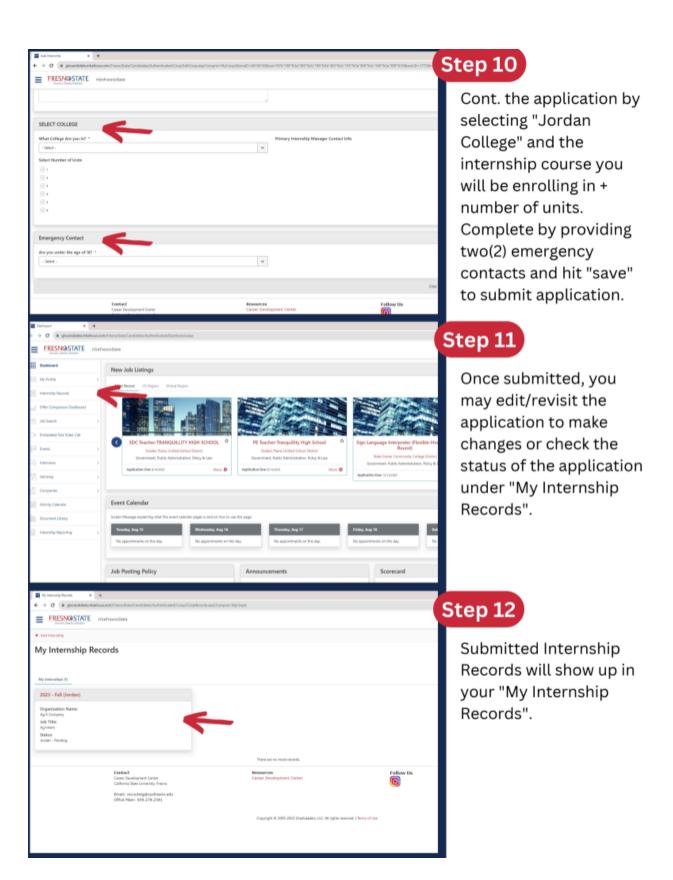


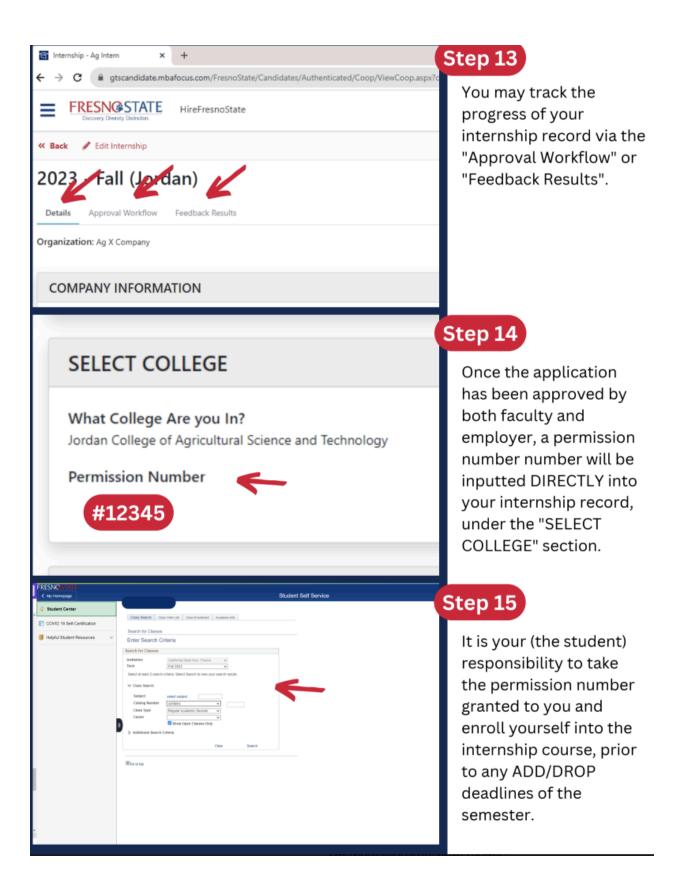
Step 6

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)".







ADDING A COURSE USING A PERMISSION NUMBER

Step 1:

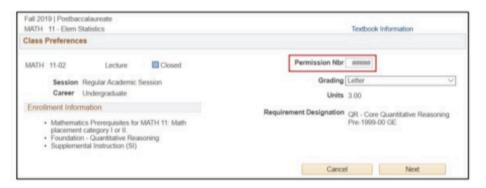
On MyFresnoState, go to your Student Center (Student Self Service → Student Center) and select "Class Wish List" under My Academic Records and Registration



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 \rightarrow "Enroll" \rightarrow "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



BUILDING A FEDERAL RESUME

A career with the Forest Service means making a lasting impact by managing and caring for more than 193 million acres of the nation's forests and grasslands. Build a fantastic Federal resume and take the first step towards leaving your legacy for future generations.

Federal resumes are different than traditional resumes, with certain requirements and no recommended page limit. When filling out your Federal resume, it is important to describe how your skills and work experience align with those outlined in the job announcement. Your resume should be customized for each position you apply for, improving your chances for selection.



Forest Service photo by Andy McMillan, Pathways2Solutions

Federal Resume Requirements

For each positon on your resume, you must also include:

- The start and end dates (including the month and year).
- The number of hours you worked per week.
- The level and amount of experience for instance, whether you served as project manager or a team member can help illustrate your level of experience.
- All examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job.

All work experience should be listed in reverse chronological order, with your most recent experience showing at the top of your resume.

It is also recommended that you include your supervisor's name, contact information, and if they are okay to contact in reference checks.

Length

A Federal resume requires significantly more information than a traditional resume. As a result, there is no recommended page limit. Ensure you have detailed coverage of your education and work experience.

Using Numbers

When possible, present your achievements and accomplishments with numbers, percentages, and dollars. Include examples of how you saved, earned, or managed money and time. For example, "improved efficiency of document processing by 25 percent over the previous year" and "wrote prospect letter that has brought in more than \$25,000 in donations to date" would be great ways to describe your experience.



Forest Service

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United States Department of Agriculture

More Tips for Building a Better Resume

- Review the job announcement for keywords to include in your resume. For example, when a hiring manager reads the keyword "analyst," that person might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes.
- Describe skills and experience in universally accepted terms that can be understood in both the private and public sectors. Minimize the usage of acronyms and lingo; however if you must use them, spell them out and explain their meaning.
- Check over your resume for spelling and grammar issues.
- Volunteer work and community organizations can also be added to your resume to demonstrate your abilities.

Review Your Resume

When you have completed your resume, read it over and ask yourself these questions:

- Can someone who is unfamiliar with my career field understand the work I do?
- Have I included my unique experience and skills that might distiguish me from other candidates?
- Do I have a full understanding of the background and skills common in my career field?
- Have I described my accomplishments in a clear and descriptive manner?

Example Resume

Jane Doe Smith

123 Personal Address Ln Albuquerque, NM 87109 Mobile: 1112223333

Email: janedoesmith@email.com

Work Experience: USDA Forest Service 4000 Masthead St NE Albuquerque, NM 87109

02/2015 - Present Hours per week: 40

Series: 1035 Pay Plan: GS Grade: 12 Public Affairs Specialist (This is a Federal job) Duties, Accomplishments and Related Skills:

Goals and accomplishmentsGoals and accomplishments

Supervisor: Sally Supervisor (2223334444) **Okay to contact this Supervisor:** Contact me first

Education:

University of New Mexico Albuquerque, NM

Bachelor's Degree 12/2014

Major: Public Administration Minor: Forestry

References: Name: John Smith Employer: Company Inc Title: Director Phone: 1112223333

Email: johnsmith@email.com Reference Type: Professional

Name: May Smith Employer: Company Inc Title: Assistant Director Phone: 1112223333 Email: maysmith@email.com Reference Type: Professional

Name: Phil Smith...

More information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/fsjobs-events. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.r8recruiting@usda.gov.



Forest Service

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United States Department of Agriculture



NAVIGATING USAJOBS

Forest Service photo by Tanya Flores

Make a lasting impact. Apply on USAJOBS today to join a workforce that cares for more than 193 million acres of our Nation's lands and manages vital resources for Americans.

USAJOBS is the Federal Government's official employment site, facilitating the hiring process for thousands of Federal agencies across the United States and around the world. The Forest Service accepts all job applications on www.USAJOBS.gov.

Creating an Account

An account on USAJOBS allows you to track job openings, add searchable information for recruiters, and streamline the application process. To create an account, visit USAJOBS gov and click "Create Profile" on the front page. You will be walked through a series of steps to create your account, including providing an email address and a password, confirming your email, and setting up a second authentication key.

Setting Up a Profile

After signing in for the first time, you can start setting up your profile. USAJOBS will take you through a survey, gathering information about which hiring authority you may fall under, general contact information, citizenship status, and education.

Under the Documents section, you can add resumes, cover letters, transcripts, or any other documents required for positions. If you already have a resume, upload the document; if not, we recommend using the Resume Builder tool to create a Federal resume. These resumes can be made searchable to recruiters looking for potential applicants.

You can also fill out the Preferences section to further outline what positions you are looking for, including desired work locations, and work schedules.



USAJOBS photo

Information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/working-with-us. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.



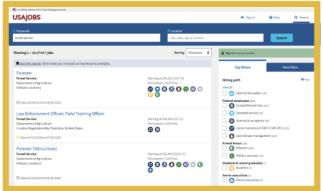


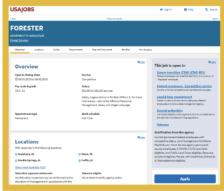
United States Department of Agriculture

Searching for Jobs

Using the keyword search bar on the front page of USAJOBS, you can search for certain jobs, career fields, or agencies. You can use words like "Forest Service," "forester," and "communication" to find positions in your field. You can also enter locations of interest into the location bar. If you are searching broadly for jobs, it is recommended to use generic keywords and leave the location search bar blank.

If you filled out the Preferences section on your profile, the search will auto-populate with your choices. Any available positions that fall into those parameters will show. Search parameters can be added or edited using the Filters box on the right side. The Top Filters tab shows search options like departments, agencies, pay, grade levels, job series, and hiring paths/authorities. The More Filters tab shows search options like availability of relocation assistance funds, work schedule, appointment type, security clearance, and travel percentage.





USAJOBS phoro

USAJOBS photo

Applying for Jobs

After clicking on a job, you'll find information like "How to Apply," "Eligibility Requirements," and "Required Documents." Read all of this information carefully to find out if you qualify for the position. If you qualify and are interested, click "Apply Now" on the right side. If you would like to apply for the job at a later date, you can click "Save" below the Apply Now button.

You will prompted for application information, including uploading a resume, uploading any additional required documentation, personal information, and how you heard about the job. You will then be redirected to the agency's hiring site. Complete the hiring questionnaire. You will receive an email from USAJOBS confirming your application was received.

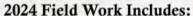
More information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/fsjobs-events. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.



Paid Internships in Botany on the Sierra National Forest

in partnership with the

Great Basin Institute



- Rare plant and invasive weed surveys for prescribed burns, roadside hazard tree removal, recreation special uses, livestock grazing, off-highway vehicle routes, and more!
- Invasive weed control and monitoring at various locations across the Forest. Invasive weed treatments may be manual, mechanical, and/or with herbicides.
- Mapping using AGOL Field Maps, Avenza Pro, ArcGISPro, data entry, writing draft reports from field notes.



Great Basin



- Approx. \$17-21/hr, OT at 1.5x hourly rate, & federal holidays.
- · Benefits covered by GBI.
- Government housing is available in North Fork, CA.
- Approximate season: April September 2024
- Some travel and camping overnight required.

APPLY NOW!

We are now accepting applications for these PAID internships!

http://tinyurl.com/2k6j32h9

Have questions? Reach out to us!

Joanna Clines – Forest Botanist – (559) 760-1837 – <u>joanna.clines@usda.gov</u>

Kate Ludwig – Assistant Forest Botanist – (559) 593-0655 – <u>katelyn.ludwig@usda.gov</u>





Openings available beginning in July in the Central Valley and the Southern Bay Area

Winemaking & Enology Internship Program

Responsibilities:
Fermentation Tracking
Wine Evaluation
Vineyard Sampling
Laboratory Analysis
Work Order Writing





For consideration, please email your resume to internship@asvwines.com