



PAID STUDENT INTERNSHIP:

Fall 2017(August 24 – December 9)

Administrative Office Intern

The Red River Valley Agricultural Research Center coordinates the research of five research units in two laboratories at Fargo, ND; the Biosciences Research Laboratory, and the Northern Crop Science Laboratory. The overall mission of the Center is to 1) reduce the negative impact of foreign chemicals in food animals and food processing; 2) develop knowledge and germplasm to improve hard red spring & durum wheat, barley, and oat; 3) improve the effectiveness of bees used in crop pollination and insects used in IPM programs; 4) improve quality and profitability of sugarbeet and potato production via research on germplasm enhancement, crop protection, and postharvest physiology; & 5) develop knowledge and technology to benefit the sunflower industry, and study the physiology, genetics, and molecular biology of weeds to improve and/or discover management strategies.

DUTIES AND RESPONSIBILITIES:

- ✓ Use office automation software packages to type, edit, and print documents
- ✓ Assist with human resources management
- ✓ Review travel documents and help process TAs and vouchers
- ✓ Assist with security clearance and registrar/activator duties at the location's fixed LincPass station

SKILLS REQUIRED:

- Preferred Majors: Management, Public Administration, Organizational Communication, Business Administration, Leadership
- Strong communications skills (oral and written)
- Attention to detail
- Proficient with computer use and experience with Microsoft Office Suite (Word, Excel, PowerPoint)
- Basic Knowledge of office automation software package(s)
- 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 Plains Area RRVARC
1605 Albrecht Boulevard N
Fargo, ND 58102-2765

PAY:

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

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

INTERNSHIP DATES: August 24th – December 9th, 2017

How to Apply: E-mail resumes to mike.grusak@ars.usda.gov no later than July 28, 2017. Put “Office Auto Clerk” in the SUBJECT line of the email.

RESUME SUBMISSION DEADLINE: July 28, 2017

Questions:

For more information on the internship position, please contact: mike.grusak@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.