

**Administration and Office Support Student Trainee  
Summer Internship  
USDA, AGRICULTURAL RESEARCH SERVICE  
1701 10<sup>th</sup> AVE SW  
Mandan, ND 58554**

**Summer Internship**

- Part-Time and Full-Time positions
- \$17,803-31,871/per year based on grade level hired
- Mid-May through September (Summer break)

**Work Schedule**

- Monday through Friday (between hours of 8:00 am and 4:30 pm)

**Benefits**

- Paid vacation leave after 90 days of continuous employment
- Sick leave
- Paid holidays

**Duties (Accuracy and attention to detail are a must)**

Interns who are assigned to a **GS-0399, Student Trainee (Clerical and Office Support)** position assist professional and technical staff by performing miscellaneous clerical duties in support of the work of the office. Typical, but not all-inclusive duties are illustrated by performance of any combination of the following:

- Opening and distributing mail; preparing, receiving, reviewing, and verifying documents
- Maintaining office records; filing material; locating and compiling data or information from files
- Answering and referring telephone calls
- Typing a variety of material including draft reports, memoranda and correspondence using a personal computer and related word processing software

**Application Procedures**

Please apply at: <https://www.usajobs.gov/GetJob/ViewDetails/336512700>

Be sure to follow the instructions under: **HOW TO APPLY**

**Please apply between: Monday, January 28, 2013 to Friday, February 08, 2013**

**CONTACTS:**

**Please contact Jeremy Will about specific questions about the internship @**

**[JEREMY.WILL@ARS.USDA.GOV](mailto:JEREMY.WILL@ARS.USDA.GOV)**

**701-667-3014**

**Please contact Nicole Watson on questions regarding the application process @**

**[NICOLE.WATSON@ARS.USDA.GOV](mailto:NICOLE.WATSON@ARS.USDA.GOV)**

**979-260-9223**

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