PAID STUDENT INTERNSHIP - Summer 2014
Management Analyst Intern
College Station, Texas

APPLICATION DEADLINE: ASAP but no later than March 25, 2014.

Intern will work as a Management Analyst to the Director of the USDA Agricultural Research Service (ARS), Eastern Business Service Center (EBSC). This Center provides Administrative and Technical Support Services to 43 federal research laboratory locations in the Eastern half of the United States.

DUTIES AND RESPONSIBILITIES:
• Develop and maintain Excel Spreadsheets of staff productivity.
• Analyze data to develop graphs and reports of quarterly and annual administrative accomplishments
• Coordinate and format weekly online report of activities.
• Assist with coordination of interview panels by printing and scanning applications from online database and posting to Microsoft SharePoint sites.
• Oversee development of performance reporting templates and standard operating procedures.

SKILLS REQUIRED:
• Extensive use of MS Excel.
• Ability to speak and write English fluently.
• Well-organized, self-starter, detail-oriented, good work ethic.

ELIGIBILITY:
• Minimum 3.0 GPA.
• Must be enrolled for Spring 2014 semester in a full- or part-time degree-seeking program.
• All majors will be considered.
• United States citizen or documentation of eligibility to work in the United States.
• Selectee will submit an application for the Hispanic Association of Colleges & Universities National Internship Program, submit official transcripts, and proof of enrollment Spring 2014 semester.

SCHEDULE:
• Internship is for Summer 2014 (either full-time or part-time work); Once hired, able to begin work immediately. If working part-time, must be able to work a minimum of 20 hours per week. Schedule is flexible -- will accommodate TAMU course schedule.

PAY:
• Sophomores/Juniors: $11.75 / hour
• Seniors: $12.50 / hour
• Master’s: $14.25 / hour

LOCATION OF INTERNSHIP: USDA/ARS Southern Plains Area Office
1001 Holleman Drive East
College Station, TX 77845
(Beside Post Oak Mall – Across from Wolf Pen Creek Amphitheater)

HOW TO APPLY: E-mail resume to willis.collie@ars.usda.gov. Put MANAGEMENT INTERN in the SUBJECT line of the email.

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.