



# Internship Opportunity

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**Organization:** U.S. Department of Agriculture, Rural Development – **Wisconsin**

**Title:** Pathways Student Trainee (Business), GS-1199-03/04

**Locations:** Stevens Point, WI and Fond du Lac, WI

**Salary:** Approximately \$26,587 to \$29,847 or \$12.74 to \$14.30 per hour

**Contact:** Kim Crabb, Senior HR Specialist; (715) 345-7663; [Kim.Crabb@wi.usda.gov](mailto:Kim.Crabb@wi.usda.gov)

USDA Rural Development is committed to the future of rural communities. Rural Development helps improve the economy and quality of life for rural Americans through partnership and funding for housing, business investment, and community infrastructure.

USDA Rural Development is hiring students in a trainee capacity. Eligible students must be currently enrolled or accepted for enrollment and seeking a degree (diploma or certificate) from a qualifying educational institution on at least a half-time basis. Applicants must have completed at least one year of post high school education and meet all requirements in the job announcement. **Upon successful completion of the Pathways Internship Program, the intern may be non-competitively converted to a term, career-conditional, or career appointment as a Rural Development Loan Technician, GS-1101-5/6/7.** Work schedules are flexible.

## Internship Duties

Interns will serve as a trainee observing, learning, and assisting others in performing a variety of tasks to gain experience and technical competence in the methods, procedures, principles, theories, and techniques used to administer Rural Development loan and grant programs. Assignments typically include such work as providing information to the public; initiating and preparing correspondence; maintaining records, reports and files; and assisting in application processing and servicing across the range of RD programs. Further training is given through participation in activities, conferences, and events that market and support RD programs and services.

**The position located in Stevens Point will work within the Single Family Housing Direct Loan Program. The position located in Fond du Lac will work within the Multi Family Housing Program. To learn more about these programs, visit our website at <https://www.rd.usda.gov/wi>.**

## How to Apply

Vacancy announcement with application details will be posted to [USA Jobs](https://www.usajobs.gov) within the next 30 days.