

# Animal Care Externship Program

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## Overview

Animal Care is dedicated to attracting and recruiting a diverse workforce. In achieving this goal, Animal Care recognizes the value in hiring student employees for career development, succession planning and skill attainment. Thus, we are developing a robust externship program that allows students to gain unpaid work experience in their area of interest. The externship opportunities will be available to current full time and part time students enrolled in regionally accredited colleges and universities with a GPA of 2.5 or better.

## Program Specifications

Externship opportunities at Animal Care range in duration from one (1) to four (4) weeks and do not require the applicant to complete the formal competitive application process. Interested candidates must submit a resume that includes work experience, educational institution, major, GPA, and expected graduation year. In addition, students must submit a 750-1000 words personal statement addressing the following questions:

- Why are you interested in an externship in Animal Care?
- What do you want to gain from the externship experience?
- How does this experience relate to your career aspirations?
- What contribution will you make to the AC program?
- What are your preferred dates of participation?

Externship opportunities follow the academic calendar and are available in the fall (September-November), spring (February-May), and summer (June-August). Applications can be submitted at anytime as students are selected on an ongoing basis. However, the priority deadline for submitting an application is July 1 for the fall, December 2 for the spring, and April 1 for the summer. Students are encouraged to apply early. Submit application documents to: [takieya.i.williams@aphis.usda.gov](mailto:takieya.i.williams@aphis.usda.gov)

## Additional Information

Acceptance of students is based on program needs and priorities and the student's interests.

Students are responsible for the cost of housing and transportation during the externship.

Established opportunities may be canceled due to unforeseen circumstances (i.e. weather, internal program mandates).

Students will be required to sign a Confidentiality Disclosure and a Volunteer Agreement to participate.

## Student Opportunities

Opportunities may be available throughout the United States and are based on the student's area of interest and the availability of Animal Care personnel. Some learning opportunities include but are not limited to: gaining knowledge about the Animal Care program, job shadowing, policy development, stakeholder engagement, and special projects. These opportunities are located in organizational areas such as: enforcement, administrative support, resource management, compliance inspections, IT, non-clinical veterinary care, and emergency programs. Individual learning plans will be developed for each extern to ensure that both Animal Care and the selected student receive the maximum benefit from the externship experience.