CALS NYS Internship Program
FARM CREDIT EAST, ACA
Internship Position Description

1. **Name of Internship Host:** Farm Credit East, ACA

2. **Host Background Information:** Farm Credit East, ACA is the #1 financial services cooperative for the Northeast agricultural industry. Providing credit and financial services to over 12,000 customers in our six state territory (NY, NJ, CT, RI, MA, NH). FCE has approximately $4.35 billion in loans and employs 400 people in 19 local branch offices. In New York State, FCE has 13 local branches of varying size, all extremely active in serving the customers and communities in their local territory.

3. **Internship Position Name/Title:** Farm Credit East Financial Services Summer Internship

4. **Internship Position/Project Context:** For college students who are interested in pursuing a career in agricultural finance or financial services the internship is a great way for you to apply what you learn in college/classes and to learn a little more about Farm Credit East and determine if this is the right career path for you. Farm Credit East offers 10-15 internship experiences each year, typically during the summer months. We use this opportunity for students to learn about who Farm Credit East is, our services and products, and the customers we serve. We also use this experience as a recruiting opportunity because we typically hire a large percentage of our summer interns for our full time positions the next year (Career Development Program training position). We strongly believe in developing future leaders for Northeast agriculture and our scholarship and internship programs are some of the experiences we can offer to help accomplish this mission.

5. **Internship Position Description:**
Farm Credit East interns learn how to make and service loans and deliver quality financial services to farm, forestry and timber businesses, agribusinesses, and other rural residents. Responsibilities include: compiling and inputting data for financial analysis, preparing loan-servicing documents such as narratives or applications, assisting with relationship management, collecting sales register and appraisal data, and assisting with updating collateral values. Interns will work with financial service representatives to gain a complete understanding of the comprehensive range of accounting and financial services offered to our customers, including tax preparation, payroll, and record keeping.

Interns will also be assigned a project that they will be in charge of completing during their time at Farm Credit. They will be assigned a project mentor who will provide guidance/assistance as needed. They will also be asked to assist branch office managers, loan officers and financial service representatives with a variety of smaller projects and assignments in order to gain an appreciation for a typical Farm Credit employee’s workday. Under full supervision, interns are accountable for:

- **Lending:** Learning the principles of credit analysis, servicing and delivery. They will study a wide range of issues from a farmer’s financial condition and management ability to the industry’s economic trends.
- **Relationship Management:** Learning the principles of effective relationship management.
- **Financial services**: Learning the skills necessary to deliver our financial services to customers. Services include: records, tax preparation, credit life insurance, crop insurance and appraisals. Interns also arrange farm business consultant appointments and will help monitor farmers’ financial record-keeping reports.

- **Appraisals**: Learning the components of accurate real estate and personal property valuations.

- **Marketing**: Learning the principles of how to increase business through promotional activities and outstanding customer service. They will have the opportunity to participate in marketing activities as appropriate and available.

- **Member relations**: Contributing to a branch office’s participation in farm and community organizations. All interns learn how to deliver outstanding customer service through prompt service, high quality service and knowledge of agriculture.

6. **Basic Qualifications and Preferred Experience**:
   College juniors in good educational standing, 3.0 GPA or higher, typically majoring in agricultural business, finance, economics, accounting, or other related major. Interns should have an interest in learning about agricultural finance, accounting and Northeast agriculture industry. Courses in agri-economics with basic accounting credits are beneficial. Knowledge of farm livestock and commodity prices, markets, farm methods and machinery, farm supply and labor prices, and soil management practices is beneficial.

7. **Internship Schedule**: The CALS NYS Internship Program requires that interns will devote 32 hours (80%) of a standard 40-hour work week to the responsibilities of their position and 8 hours (20%) to the community engagement project. It is preferable that the 20% release time be taken either in one eight-hour day or two, 4-hour half days. Farm Credit East will fully support the CALS NYS Internship program proposed work schedule.

8. **Expected Outcomes (for intern)**: Farm Credit East interns learn how to make and service loans and deliver quality financial services to farm, forestry and timber businesses, agribusinesses, and other rural residents. Interns will learn about loan decisions, the local branch agriculture industries, accounting and financial services including tax preparation, payroll, record keeping, appraisal, benchmarking, etc.

9. **Location of Assignment**: TBD based on applicant’s preference of the following locations, please list your top 3-5 choices under the “Other” section of the application. (Farm Credit East will make the final decision based on branch resources and staffing to ensure a productive experience for the intern): FCE’s New York State Offices include: Batavia, Burrville, Claverack, Cobleskill, Cortland, Geneva, Greenwich, Hornell, Mayville, Potsdam, Riverhead, Sangerfield, and Middletown.

10. **Other**: Farm Credit East is an Equal Opportunity/Affirmative Action Employer M/F/V/H. Farm Credit East hosts interns in many of its locations and has a standard protocol for orienting interns to the company. This protocol includes: assigning interns a skills coach; requiring interns to job shadow staff in each functional area of the company; and requiring interns to complete a project and formally present it to management. With the goal of enhancing the CALS NYS Internship program experience, as noted in #8 above, it is the expectation that the **CALS NYS Internship Program** Farm Credit East intern will also complete these orientation requirements within the 32-hours per week devoted to the Farm Credit East component of the internship.