

Student Trainee (Administrative and Office Support)

DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers

Multiple Organizations

Overview

Open & closing dates

🕒 03/29/2018 to 04/12/2018

Salary

\$26,587 to \$36,296 per year

Pay scale & grade

GS 3

Work schedule

Multiple Schedules

Appointment type

Temporary - 120 DAYS

Locations

Many vacancies in the following locations:

Birmingham, AL

Huntsville, AL

Mobile, AL

Selma, AL

Tuscaloosa, AL

Columbus, MS

Relocation expenses reimbursed

No

This job is open to

Students



Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.

Clarification from the agency

See "Who May Apply" in the "Qualifications" section for more information on who is eligible to apply for this position.

Announcement number

SCGU186877072039PI

Control number

494992400

Duties

Summary

About the Position: Position(s) will be filled under the Department of the Army Pathways Intern Program. Click [here](http://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern) (<http://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern>) for more information on Pathways program participation.

Positions will be filled in several departments of the Mobile District Corps of Engineers. You may be assigned to work in Regulatory, Real Estate, Engineering, Operations, Planning, or another District Division.

Responsibilities

- Pathways Internship positions provide for development and training. Assignments become more responsible as incumbent increases knowledge and skills through work experience and academic training. As a temporary employee, you will be expected to:
- Use word processing software to create, copy, or edit a variety of documents.
- Prepare a variety of narrative or tabular material such as correspondence, reports, technical papers, charts, messages, etc.
- Accurately file forms, folders, files or miscellaneous paperwork according to guidance received.
- Search for and withdraw materials when requested.
- Sort and distribute mail and other office communications in accordance with established procedures.
- Answer telephone and personal inquiries relative to the activities of the organization when the information is readily available.

Travel Required

Not required

Supervisory status

No

Job family (Series)

0399 Administration And Office Support Student Trainee
(<https://www.usajobs.gov/Search/?j=0399>)

Requirements

Conditions Of Employment

- Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.
- Applicants must be at least 18 years of age at the time of appointment for Security purposes
- You must show proof of current enrollment either with transcripts or a letter of acceptance as well as proof of at least 30 semester hours (1 full academic year) of post-high school education with your application package.

Qualifications

Who May Apply: Students who are eligible for participation in the Department of the Army Internship Program

Positions are open to current students pursuing a qualifying degree or certificate in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution on at least a half-time basis (as defined by the institution in which the student is enrolled). Short-term training programs (e.g., several two-week programs completed) are not considered an academic course of study.

Internship for current students in good standing at an accredited education.

For this internship, you must be able to work full time when not attending classes.

This intern position is designed to prepare a student trainee for employment after graduation. Interns will be assigned tasks designed to increase familiarity with the target occupation in a real world work environment.

This opportunity follows a standard promotional path:

Internship selection will be made at the GS-03. These grade levels are what typical college students in their 2nd year may qualify.

To qualify for a Pathways Internship as a GS-03, students must have completed one full academic year of post-high school study.

For qualification purposes, an academic year is computed as follows:

- At the undergraduate level, successfully completed education that has not led to possession of a degree is credited based on its relationship to 120 semester hours or 180 quarter hours. For example, 30 semester hours or 45 quarter hours is comparable to 1 year of undergraduate education. Four years of progressive study or 120 semester hours meets the degree requirements. Additional credit cannot be given for duplicate course work.

- For study at a business or technical school, 36 weeks of study (20+ classroom hours per week) is comparable to 1 academic year above high school.
- An academic year of graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 academic year of full-time study. This determination is made based on normal course loads for a full year of study in the graduate program. If that information cannot be obtained from the school, 18 semester hours or 27 quarter hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.
- When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in the standard.

NOTE: If your college, vocational, trade, technical or high schools' definition of "academic year" differs from above, you must submit proof of this difference (e.g., copy of course catalog that defines an academic year). Absent this documentation, you will be screened for academic qualifications based on the academic hours as defined in the bullets above.

You will be evaluated on the basis of your level of competency in the following areas:

- Grade Point Average
- Learning
- Oral Communication

Education

For this internship, we are seeking students who have a variety of majors. Examples of how we will place you in positions are: If you are seeking an Engineering Degree, we will try to assign you to a department that has engineering projects. If you are seeking an Accounting Degree, we will try to assign you to a department that has budget or accounting projects. You are not guaranteed to be placed in a position that is related to your current course of study.

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>
(<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>)

This is a student internship opportunity. Your transcripts are a required part of your application. Additional information about transcripts is in [this document](#).

(<http://cpol.army.mil/employ/APF-JOA/Transcripts.pdf>)

Additional information

- Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- The duration of this appointment is a trial/probationary period.
- Direct Deposit of Pay is required.
- This is a Career Program (CP) 18 position.

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant \(http://cpol.army.mil/employ/APF-JOA/retiree.pdf\)](http://cpol.army.mil/employ/APF-JOA/retiree.pdf) information sheet.
- You may claim military spouse preference.
- Multiple positions may be filled from this announcement.
- Salary listed encompasses the minimum salary based on the Rest of the US Pay Table and the maximum salary based on the Atlanta Pay Table.

How You Will Be Evaluated

Once the announcement has closed, a review of [your application package \(http://cpol.army.mil/employ/APF-JOA/CKDE.pdf\)](http://cpol.army.mil/employ/APF-JOA/CKDE.pdf) (resume, supporting documents, and responses to the questionnaire) will be used to determine whether you meet the qualification requirements listed on this announcement. If you are minimally qualified, your résumé and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

Basis for Rating: Qualified candidates will be assigned to one of two quality categories: Ideal Candidate and Eligible Candidate. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

- **Ideal:** This category will be used for those candidates who possess strong writing skills and are proficient with word processing systems including Microsoft Word and Excel, have a GPA of 2.51 or higher, have prior experience with an internship and have experience with teamwork.
- **Eligible:** This category will be used for those candidates who meet the minimum qualifications of the position.

Background checks and security clearance

Security clearance

Not Applicable

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

Required Documents

The documents you are required to submit vary based on whether or not you are eligible for preference in federal employment. A complete description of preference categories and the associated required documents is in the [Applicant Checklist \(External\) \(http://cpol.army.mil/employ/APF-JOA/CKDE.pdf\)](http://cpol.army.mil/employ/APF-JOA/CKDE.pdf)

1. Your resume:

- Your resume may be submitted in any format and must support the specialized experience described in this announcement.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.
- For additional information see:

2. Transcripts and Enrollment Verification:

- Enrollment verification (if transcripts do not reflect current enrollment), and unofficial transcripts for education claimed in your resume and occupational questionnaire is required. If you provide an unofficial transcript at the time of application and you are selected, you will be asked for official versions prior to appointment. See:

<http://opportunity.hhs.gov/apply/apply/JOA/transcripts.pdf>.

3. Other supporting documents:

- Cover Letter, optional
- Most recent Performance Appraisal, if applicable
- Applicants claiming Veterans Preference or Military Spouse preference (MSP): to verify your preference claim you MUST submit supporting documents with your application package.
- If you are currently serving on active duty: You MUST submit a certification from the armed forces that certifies you are expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date you apply to this opportunity. If you supply a certification at this stage, your preference/eligibility will be verified prior to appointment. More information about Veteran's Preference is located on the [Feds Hire Vets](http://www.fedshirevets.gov) (<http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx>) website. Please upload veteran's documents under the appropriate category.

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>)
- [Apply for a job](https://www.usajobs.gov/Help/How-to/Apply/Apply-for-a-Job/)

https://help.usajobs.gov/index.php/Pay_and_Benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.

The complete application package must be submitted by 11:59 PM (EST) on 04/12/2018 to receive consideration

- To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application (<https://apply.usastaffing.gov/ViewQuestionnaire/10172039> (<https://apply.usastaffing.gov/ViewQuestionnaire/10172039>)).
- Follow the prompts to **select your résumé and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
- It is your responsibility to verify that your application package (resume, supporting documents, and responses to the questionnaire) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan.
- Additional information on how to complete the online application process and submit your online application may be found on the [USA Staffing Applicant Resource Center](https://help.usastaffing.gov/Apply/index.php?title=Applicant)
(<https://help.usastaffing.gov/Apply/index.php?title=Applicant>)

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>
(<https://www.usajobs.gov/Help/how-to/application/status/>)

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#) (http://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information)

Agency contact information

 Army Applicant Help Desk

Phone

(000)000-0000
(tel://(000)000-0000)

Email

USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL
(mailto:USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL)

Address

GU-APF-W2SR04 US ARMY ENGR DIST,
MOBILE
DO NOT MAIL
Mobile, AL
US

[Learn more about this agency](#)
(#agency-modal-trigger)

Looking for a great place to work? The U.S. Army Corps of Engineers is one of the best! In 2016, USACE ranked number two of government large-agency subcomponents! As rated by their employees, USACE supervisors strongly support employee development and opportunities to demonstrate leadership skills, while also maintaining an optimal work/life balance. The Corps offers a team-inspiring and collaborative work environment; providing challenging and rewarding careers across a variety of disciplines.

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Next steps

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](#)

[\(https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/\)](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)

- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)