

# Student Trainee (Engineering/Architecture) (Summer Internship)

## U.S. ARMY CORPS OF ENGINEERS

2 vacancies in the following location:

New York, NY

Work Schedule is Full Time - Summer NTE 09/30/17

Opened Tuesday 3/21/2017  
(0 day(s) ago)

Closes Thursday 3/30/2017  
(9 day(s) away)

### Salary Range

\$29,822.00 to \$38,774.00 / Per Year

### Series & Grade

GS-0899-03/03

### Supervisory Status

No

### Who May Apply

Student/Internship Program Eligibles

### Control Number

466136200

### Job Announcement Number

NEFS179768081927566P

## Job Summary

### [About the Agency](#)

**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.**

The Department of the Army Pathways Internship Program is designed to provide students currently enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work and get paid while exploring federal careers through a job with the Department of the Army.

### About the Position:

Position(s) will be filled under the Department of the Army Pathways Intern Program. Click [here](#) for more information on Pathways program participation.

This is a summer position not to exceed September 30, 2017. This announcement will be used to fill two or more positions for the 2017 Summer period.

This position performs a variety of both standardized and non-standardized tasks that require the application of a limited knowledge of methods and practices in the engineering field. Utilizes some readily acquired skills or knowledge of computerized and electronic equipment and systems, and techniques to determine engineering requirements based on supervisor or leader/mentor guidance.

### 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 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.

## Duties

As an intern, you will be assigned to a senior specialist or group of specialists. You will be assigned tasks designed to familiarize you with different aspects of the occupation. Tasks will vary depending on the senior specialist's current workload, but may include the following:

- Collect data from prescribed sources for use on projects
- Prepare report of findings, cost and schedule changes, milestones, and project status for review by higher graded employees
- Analyze data collected to assist with design work of limited scope

### **Travel Required**

- Occasional Travel
- Limited travel to worksites & for training.

### **Relocation Authorized**

- No

### **Key Requirements**

- Must be in good academic standing
- Internship participant agreement required
- State driver's license is required
- Resume/transcripts must be submitted for proof of student status
- May require use of personal protective clothing/equipment

### **Qualifications**

To qualify for a Pathways Internship at the GS-03, students must have completed one full academic year of post-high school study. One full academic year is the number of credit hours determined by the college, university, or school to represent one year of full-time study.

Be a current student in an accredited (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, or trade school; advanced degree program or other qualifying educational institution.

Must be in good academic standing with a cumulative 2.5 grade point average.

You will also be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Ability to communicate with a wide range of personnel.
- Skill in researching.
- Ability to prepare reports.

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

Only degrees/transcripts from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

### **Other Requirements:**

Click [here](#) for more 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. .

Direct Deposit of Pay is Required.

Payment of Permanent Change of Station (PCS) costs is not authorized.

Personnel security investigation is required.

## Security Clearance

Not Applicable

## What To Expect Next

Once the application process is complete, a review of your application will be made to ensure you meet the program requirements. Your resume, transcripts, and other supporting documents will be reviewed and compared to your responses to the online questionnaire. Eligible applicants will be placed into the ideal, strong, and eligible categories.

To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select *My Applications*, and click on the *more information* link under the application status for this position.

For questions regarding the status of your application, eligibility or qualifications determination contact: [applicanthelp@conus.army.mil](mailto:applicanthelp@conus.army.mil)

## BENEFITS

Department of the Army Pathways Interns receive many of the same benefits as permanent civil service employees. Thee Department of Defense offers an excellent benefits program. In addition to your take-home pay, your comprehensive compensation/benefits package may include some of the benefits described in the USAJOBS Resource Center.

## Other Information

Multiple positions may be filled from this announcement.

To apply for this position, you must provide a complete Application Package which includes:

1. Your resume: If you submit a resume with inappropriate material e.g. photos, you will not be considered for this vacancy. Your resume may be submitted in any format. 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). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.
2. Your responses to the questionnaire
3. Your transcripts
4. Additional required documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Thursday, March 30, 2017.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To fax supporting documents you are unable to upload, complete [this cover page](#) using the following Vacancy ID 1927566. Fax your documents to **1-478-757-3144**.

**If you cannot apply online**, you will need to provide the same information obtained in the online process. You will need three documents to complete this process: the Occupational Questionnaire, the scan response form: U.S. Office of Personnel Management Occupational Questionnaire (OPM Form 1203-FX), and a separate document described in item #3 below.

1. Download the scan response form, [OPM Form 1203-FX](#)
2. [View Occupational Questionnaire](#). Use this information to guide you in completing the OPM Form 1203-FX. Note that you may be instructed to leave some responses blank on the scan response form.
3. On a separate document, please identify which position(s) on your resume (include title, organization, and employment dates) support any response of "E" ("I am considered an expert in performing this task....").
4. Fax the completed OPM Form 1203-FX, along with your required and supporting documents, to 1-478-757-3144. Your OPM Form 1203-FX will serve as a cover page for your fax transmission.

**PLEASE NOTE:** The numbering on the OPM Form 1203-FX will not match the Occupational Questionnaire. Section 25 of the OPM Form 1203-FX continuously numbers from number one, while the Questionnaire starts each section of questions with number one. When entering your responses please continue regardless of number sequence. This issue has been identified and will be resolved as soon as possible.

It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Requests for reasonable accommodations are reviewed on a case-by-case basis.

## How You Will Be Evaluated

Your application package (resume, supporting documents, and responses to the questionnaire) will be reviewed to verify that you meet the basic eligibility and qualification requirements. Your responses to the questionnaire will be used to evaluate your relevant personal, educational, and work experiences. If you apply more than once or if you update your original application, only the most recently submitted resume will be considered.

It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills, and abilities. Although an individual's personal conduct may be relevant in any employment decision, including conduct during periods of unemployment or evidence of dishonesty in handling financial matters, financial difficulty that has arisen through no fault of the individual will generally not itself be the basis of an unfavorable suitability or fitness determination.

**Basis for Rating:** Qualified candidates will be assigned to one of three quality categories: Best Qualified, Highly Qualified and Qualified. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

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 \(External\)](#).

- All applicants: Official or unofficial transcripts and enrollment verification for 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 pursuing a qualifying degree or certificate with their application. 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.
- 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](#) website. Please upload veteran's documents under the appropriate category.

**If you fail to provide required documents, you will be marked as having an incomplete application package and will not be considered any further.**

PLEASE NOTE: All documents submitted as part of the application package may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for other than the applicant. You may protect the privacy of others by sanitizing (that is, marking through or over personally identifiable information such as a social security number) to remove such personal information before submitting the application. You may be asked to provide an un-sanitized version of the documents upon selection to confirm eligibility.



## Agency Job Opportunity Announcement

# Department of the Army

## U.S. Army Corps of Engineers

**26 Fed Plaza, New York, NY; Prog & Proj Mgmt Div, Civ Wrks &  
Coastal Restor & Spec Proj Branches**

### Contact

Central Resume Processing Center  
Phone: (000)000-0000  
Email: USARMY.APG.CHRA-  
NE.MBX.APPLICANTHELP@MAIL.MIL

### Address

U.S. Army Corps of Engineers  
Please contact by email  
Aberdeen Proving Ground  
MD

