

Job Announcement Number

NEFS225268220849PI

Overview

Job Title Student Trainee (Archeology)	Department Department of the Army
Agency U.S. Army Corps of Engineers	Hiring Organization New York District, Planning Division, Environmental Analysis Branch
Open & Closing Dates 02/07/2022 to 02/16/2022	Application Count N/A
Salary \$37,522.00 to \$48,778.00 Per Year	Pay Scale & Grade GS-4
Locations New York, New York	Telework Eligible Yes
Travel Required No	Relocation Expenses Reimbursed No
Appointment Type Temporary; 9/30/2022	Work Schedule Full-time
Service Excepted	Promotion Potential None
Job Family (Series) 0199 - Social Science Student Trainee	Supervisory Status No
Security Clearance Not Required	Drug Test No
Position Sensitivity And Risk Non-sensitive (NS)/Low Risk	Trust Determination Process Suitability/Fitness

Summary

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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.

You will perform duties under professional guidance in the archeology field for the Environmental Analysis Branch of the Planning Division for the U.S. Army Corps of Engineers, New York District.

Learn More About This Agency

Marketing Message

Looking for a great place to work? The U.S. Army Corps of Engineers (USACE) is one of the best! In 2020, USACE ranked #2 of government large-agency subcomponent! USACE is one of the world's premier public engineering, design, and construction management agencies. We serve the American people, striving to provide the most effective engineering and environmental science solutions to the nation's complex problems affecting national security, the economy and the environment in which we live.

USACE offers a team-inspiring and collaborative work environment; providing challenging and rewarding careers across a variety of disciplines. We rely on leaders with vision, creativity, and programmatic and technical expertise to lead us into the future. Align your talents with your passion and find out why the U. S. Army Corps of Engineers is a great place to work!

The Army values diversity of perspectives, backgrounds, cultures and skills, which connects employees to organizations that are committed to building an inclusive work environment where they can contribute to their fullest potential.

Marketing Link

<https://www.usace.army.mil/Careers/>

This Job Is Open To

Hiring Paths

Students

Hiring Paths Clarification Text

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

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

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. At the full-performance level, you will be expected to:

Perform archeological research and analysis of cultural resources data for water resources development studies.

Collect and identify information from specified source material in accordance with instructions and established procedures.

Collate, add, delete and explain changes to statistical data through the examination of archeological and/or historical materials, compilations of data, and readying charts and graphs.

Assist in conducting cultural resources fieldwork consisting of reconnaissance and surveys, test evacuations, and data recovery excavations.

Requirements

Conditions Of Employment

Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.

Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.

You must agree to and sign a Pathways Internship Participant Agreement.

Students are required to remain in good academic standing while participating in the Pathways Intern Program.

Must have been accepted for enrollment or be enrolled and seeking a degree (diploma, certificate, etc.) in a qualifying educational institution on a full or half-time basis.

The duration of a Pathways appointment is a trial period.

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 during the summer.

This is a temporary position not to exceed September 30, 2022, with the possibility to be extended up to an additional year, not to exceed a total appointment of 24 months.

Interns must meet the definition of student throughout the duration of their appointment.

This intern position is designed to prepare a student trainee for employment after graduation as an Archeologist. 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:

1. Internship selection will be made at the GS-04. These grade levels are what typical college students who completed their second year may qualify.
2. The full performance level of this position is GS-04.

To qualify for a Pathways Internship as a GS-04, students **must have completed two full academic years of post-high school study or have an associate's degree.**

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:

- Attention to Detail
- Information Management
- Oral Communication
- Self-Management
- Technology Application

Education

For this internship, we are seeking students majoring in Archeology or related disciplines.

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>

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

Additional Information

- You will be required to provide proof of U.S. Citizenship.
- Direct Deposit of Pay is required.
- This is a Career Program (CP) 18 - Engineers and Scientists position.
- The Pathways Internship Program does not provide, pay for, or reimburse housing/lodging expenses or travel/transportation expenses. If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
- Multiple positions may be filled from this announcement.
- Salary includes applicable locality pay or Local Market Supplement.
- 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](#).
- Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government interest.
- Eligible for situational telework only, including emergency and OPM prescribed "unscheduled telework."
- This position is not eligible for conversion to a career/career-conditional or term appointment.
- Due to COVID-19, the agency is currently in an expanded telework posture. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement within a designated time frame identified by the organization. At that time, you may be eligible to request to continue to telework one or more days a pay period depending upon the terms of the agency's telework policy.
- *Information may be requested regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols. For more information, visit <https://www.saferfederalworkforce.gov/faq/vaccinations/>.*

Benefits Link

<https://www.usajobs.gov/Help/working-in-government/>

How You Will Be Evaluated

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Once the announcement has closed, a review of [your application package](#) (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 three quality categories: Ideal Candidate, Strong 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 exceptional skills and experience to exceed well above the minimum requirements for the announced position.
- **Strong:** This category will be used for those candidates who meet many of the criteria described above for the ideal candidate.
- **Eligible:** This category will be used for those candidates who meet the minimum qualifications of the position.

Required Documents

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 \(External\)](#).

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 may be marked as incomplete and you may not receive consideration for this position.
- For additional information see: [What to include in your resume](#).

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: [Transcripts and Licenses](#)

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](#) 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.

How To Apply

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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 02/16/2022 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/11380849>).
- 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](#).

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/>.

Agency Contact Information

Questions About This job

Army Applicant Help Desk
Help Desk URL: https://portal.chra.army.mil/hr_public?id=app_inq

Agency Information

FS-APF-W2SF02 US ARMY ENGINEER DISTRICT, NEW YORK
DO NOT MAIL
New York, NY 10278

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.

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/635267600>