

Student Trainee (Administrative and Office Support - Office Automation)

DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers

New York District, Real Estate Division

Summary

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 of the Real Estate Division for the U.S. Army Corps of Engineers, New York District.

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

Overview

Open & closing dates

🕒 02/07/2022 to 02/16/2022

Salary

\$37,522 - \$48,778 per year

Pay scale & grade

GS 4

Location

2 vacancies in the following location:

📍 **New York, NY**

2 vacancies

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Temporary - 09/30/2022

Work schedule

Full-time

Service

Excepted

Promotion potential

None

Job family (Series)

[0399 Administration And Office Support Student Trainee](#)
([/Search/Results?j=0399](#))

Supervisory status

No

Security clearance

[Not Required](#)
([/Help/faq/job-announcement/security-clearances/](#))

Drug test

No

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Trust determination process

[Suitability/Fitness](#)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Announcement number

NEFS225230649560PI

Control number

633616600

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

U.S. Citizens

Duties

- Pathways Internship positions provide for development and training. Assignments become more responsible as incumbent increases knowledge and skills through work experience and academic training.
- Operate a word processor or computer to prepare a variety of narrative and tabular materials (e.g. correspondence, reports, statistical tables, messages, and other documents).
- Maintain a variety of office files and searches or retrieves information from office files and other resources
- Search for or retrieve information from office files, references, and other resources to facilitate assignments.
- Make copies of legal documents and consolidate documents according to instructions.

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.
- Appointment under a Pathways position requires a trial period for the duration of time under this authority.
- You must agree to and sign a Pathways Internship Participant Agreement upon employment.
- Students are required to remain in good academic standing while employed in the Pathways Internship 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.

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 in the summer.

This intern position is designed to prepare a student trainee for employment after graduation within Clerical or Administrative Support or Administrative and Management career fields. 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:

- Clerical
- Computer Skills
- Office Operations

Education

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](#).
(https://acpol2.army.mil/chra_dodea/Transcripts.pdf)

Additional information

- 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/>.

- You will be required to provide proof of U.S. Citizenship.
- The Pathways Internship Program does not provide, pay for, or reimburse housing/lodging expenses or travel/transportation expenses.
- Direct Deposit of Pay is required.
- This is a Career Program (CP) 51 - General Administration and Management 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.
- 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](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information)
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- 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.
- 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.
- 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.
- *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/> (<https://www.saferfederalworkforce.gov/faq/vaccinations/>).*
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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. [Learn more about federal benefits](https://www.usajobs.gov/Help/working-in-government/benefits/) (<https://www.usajobs.gov/Help/working-in-government/benefits/>).

[Review our benefits](https://www.usajobs.gov/Help/working-in-government/) (<https://www.usajobs.gov/Help/working-in-government/>).

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 You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

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

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 \(External\)](https://acpol2.army.mil/chra_dodea/App_CK_list_external_1APR2019.pdf) (https://acpol2.army.mil/chra_dodea/App_CK_list_external_1APR2019.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 may be marked as incomplete and you may not receive consideration for this position.
- For additional information see: [What to include in your resume](https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/) (<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>).

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](https://acpol2.army.mil/chra_dodea/Transcripts.pdf) (https://acpol2.army.mil/chra_dodea/Transcripts.pdf).

3. Other supporting documents:

- Cover Letter, optional
- 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/hire/hrp/vetguide/index.aspx) (<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/>)

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.

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 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/11369560> (<https://apply.usastaffing.gov/ViewQuestionnaire/11369560>)).
- 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/>).

Agency contact information

Army Applicant Help Desk

Website

https://portal.chra.army.mil/hr_public?id=app_inq
(https://portal.chra.army.mil/hr_public?id=app_inq).

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

Address

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

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 \(EEO\) Policy](#)

([/Help/equal-employment-opportunity/](#)).

[Financial suitability](#)

([/Help/working-in-government/fair-and-transparent/financial-suitability/](#)).

[New employee probationary period](#)

([/Help/working-in-government/fair-and-transparent/probationary-period/](#)).

[Privacy Act](#)

[Reasonable accommodation policy](#)

([/Help/reasonable-accommodation/](#)).

[Selective Service](#)

([/Help/working-in-government/fair-and-transparent/selective-service/](#)).

[Signature and false statements](#)

([/Help/working-in-government/fair-and-transparent/signature-false-statements/](#)).

[Social security number request](#)

[\(/Help/working-in-government/fair-and-transparent/privacy-act/\)](#)

[\(/Help/working-in-government/fair-and-transparent/social-security-number/\)](#)