



United States Department of the Interior

FISH AND WILDLIFE SERVICE
911 NE 11th Avenue
Portland, Oregon 97232-4181



JOB OPPORTUNITY ANNOUNCEMENT R1-SCEP-004

The U.S. Fish and Wildlife Service (Service), Office of Diversity and Civil Rights, has an opening for a Student Trainee in the Equal Opportunity career field. The position will be filled under the Student Career Experience Program (SCEP). To learn more about the SCEP in the Service, click on this link: http://www.fws.gov/pacific/aba/dcr/aep_scep.htm.

Interest Areas: Equal Opportunity
Agency Name: U.S. Fish and Wildlife Service
Position Title: Student Trainee (Equal Opportunity) GS-0399-03/04
Location: Portland, Oregon
Applications Accepted: January 3, 2012 through January 17, 2012

Description: The Service is the principal Federal agency assigned to protect, conserve and enhance fish, wildlife and their habitats. We employ many of the country's best biologists, wildlife managers, law enforcement agents, and others who work to save endangered and threatened species, and conserve migratory birds and inland fisheries. The Office of Diversity and Civil Rights staff serves both Region 1 and Region 8, two separate field organizations that comprise over 2,200 permanent and temporary employees in over 120 scientific, professional, administrative, technical, and wage-grade occupations. Region 1 and Region 8 are two of the most complex field organizations in the Service, requiring the largest DCR staff outside of the Headquarters Office in Washington, D.C.

Position Description/Tasks: This SCEP position will work in the areas of designing and conducting studies of species and their habitats. You'll continue your education and work in your field of study when you are not attending classes. This position will involve a variety of training and developmental assignments in the Equal Opportunity field. Upon graduation, you may be eligible for non-competitive conversion to a permanent career or career conditional position with the Federal government.

SCEP Requirements: This position is designed for candidates interested in Equal Opportunity. The student must be enrolled at least half-time in classes and have at least one year remaining prior to graduation. It is a requirement that SCEP students must work at least 640 hours prior to graduation. The student must be in academic good standing and maintain the grade point average (GPA) requirements of the school.

Duration of the Internship: Multiple terms. SCEP positions may last a year or more and may be converted to a permanent position after graduation and satisfactory completion of all Program requirements.

Proposed Start Date: February 26, 2012

Work Requirement: Work schedules may be **part-time, full-time, alternating or concurrent** with coursework. The work schedule should not interfere with the student's academic schedule or progress.

Qualifications & Requirements:

To qualify for the GS-3 level:

(a) You must have completed 1 academic year of post-high school study;

OR

(b) Completion of 1 full semester or the equivalent of post-high school study and 1 period* of student trainee work experience.

To qualify for the GS-4 level:

- (a) You must have completed 2 academic years of post-high school study or Associate's degree;
OR
(b) Completion of 1 academic year of study and 2 periods* of student trainee experience;
OR
(c) Completion of 1 ½ academic years of study and 1 period* of student trainee experience.

*A period of student trainee work experience is the equivalent of 2 months (320 hours) of full-time work experience.

How you will be evaluated: We will review your application package to ensure minimum qualifications are met. All qualified candidates will be referred and veteran's preference will apply.

Compensation: GS-3: \$12.59 per hour OR GS-4: \$14.14 per hour

Benefits: SCEP students are eligible for health insurance, life insurance, retirement, thrift savings plan, and leave accrual on the same basis as permanent employees with comparable work schedules.

To apply: If you would like to be considered for this opportunity in the Office of Diversity and Civil Rights, you **MUST** submit the following documents:

- Cover letter (Optional)
- Resume - Your resume must include a description of work history with the position title, duties performed, starting and ending date (month and year), hours worked per week, and salary. In addition, your resume **must annotate** Job Opportunity Announcement Number R1-SCEP-004.
- Copy of your official or unofficial college transcripts
- School Enrollment Verification – Signed letter from the school that is on the school letterhead and contains the term of enrollment (e.g. Spring 2012), dates of the term, number of hours, state at least half-time enrollment, indicates enrollment or acceptance as a degree (diploma, certificate, etc.) seeking student, and the student is in academic good standing. Verification via National Student Clearinghouse form (with your transcripts) is acceptable as long as both documents have all the above required information.
- If applicable, veteran's preference documentation. For information on veteran's preference and proper documentation, see <http://www.opm.gov/faqs/topic/veterans/index.aspx>.

If you do not submit all the required materials, you will lose consideration for this position. No additional information will be solicited or accepted after the closing date.

Send your application materials via fax, e-mail or US mail to:

US Fish and Wildlife Service
Office of Diversity and Civil Rights – Attn: Brian Lawler
911 NE 11th Avenue
Portland, OR 97232-4181
FAX: 503-231-2322
E-mail: fw1_dcr@fws.gov

Your application package must be received by 5:00 pm Pacific Standard Time January 17, 2012.

If you have questions or would like additional information about the position duties, please contact Dana Perez at 503-231-2260 or fw1_dcr@fws.gov.

EEO Policy Statement: https://help.usajobs.gov/index.php/EEO_Policy_Statement

Reasonable Accommodation: https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Veterans Information: https://help.usajobs.gov/index.php/Veterans_Information

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance