



United States Department of the Interior

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



JOB OPPORTUNITY ANNOUNCEMENT R1-SCEP-008

The U.S. Fish and Wildlife Service (Service), Office of External Affairs, has an opening for a Student Trainee in the Public Affairs 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: Public Affairs
Agency Name: U.S. Fish and Wildlife Service
Position Title: Student Trainee (Public Affairs), GS-1099-05/07
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 External Affairs provides support to the regional office and field stations to communicate and facilitate information about the U.S. Fish and Wildlife Service's programs to the public, media, Congress, tribes, partners, and other stakeholders.

Position Description/Tasks: This SCEP position will work in the area of Public Affairs. 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 Public Affairs 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 Public Affairs. 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-5 level:

(a) You must have completed 4 academic years of post-high school study leading to a bachelor's degree or completion of 4 academic years of pre-professional study;

OR

(b) Completion of 3 academic years of study leading to a bachelor's or higher degree and 1 period* of GS-4 level (or equivalent) student trainee (Public Affairs) experience;

OR

(c) Completion of 2 ½ years of academic study leading to a bachelor's or higher degree and 3 periods* of GS-4 level (or equivalent) student trainee (Public Affairs) experience.

To qualify for the GS-7 level:

(a) Successful completion of at least one full year of graduate level education (18 semester/27 quarter hours, or the school's equivalent) in a discipline directly related to Public Affairs, from an accredited college or university.

OR

(b) Successful completion of all requirements for a bachelor's degree, AND meet one of the following under the Superior Academic Achievement provisions:

*a) A grade point average of B (a GPA of 3.0 or higher) for all completed undergraduate courses, or those completed in the last 2 full years of undergraduate study; **or***

*b) A grade point average of B+ (a GPA of 3.5 or higher) for all courses in your major field of study, or those courses in your major completed in the last two years of undergraduate study; **or***

*c) Rank in the upper one-third of your class in the college, university, or major subdivision; **or***

d) Membership in a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies.

NOTE: *If more than 10 percent of your undergraduate course work (credit hours) was taken on a pass/fail or similar basis, your claim must be based on class standing or membership in an honor society.*

OR

(c) Completion of 5 academic years of pre-professional study;

OR

(d) Completion of 4 academic years of study for a bachelor's degree and completion of 1 period* of GS-5 student trainee work experience (Public Affairs);

OR

(e) Completion of 4 academic years of pre-professional study and completion of 1 period* of GS-5 student trainee work experience.

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

Education must be related to the position.

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-5: \$15.82 per hour OR GS-7: \$19.59 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 External Affairs, 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-008.
- 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 Jason Holm at 503-231-2264 or Jason_Holm@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