



Civilian Job Openings to be posted 2-9 November 2015

The **Great Lakes and Ohio River Division** is recruiting **Top Quality Students** (current and graduating) in the locations and career fields listed below:

BUSINESS

- Accounting
- Administrative/Clerical
- Business Administration
- Contracting
- Financial Management
- Information Technology
- Program Analysis
- Project Management
- Real Estate

SOCIAL SCIENCES

- Archeology
- Community Planning
- Economics
- Equal Employment Opportunity
- Geography
- Park Management
- Safety & Occupational Health
- Urban Planning

HUMANITIES

- Museum Technology

NATURAL SCIENCES

- Biology
- Chemistry
- Ecology
- Geology
- Natural Resource Management
- Physical Sciences
- Toxicology

LOCATIONS:

Chicago, IL
Louisville, KY

Detroit, MI
Buffalo, NY

Pittsburgh, PA
Nashville, TN

Huntington, WV
Cincinnati, OH

PROFESSIONAL ENGINEERING

- Civil Engineering
- Coastal Engineering
- Cost Engineering
- Construction Engineering
- Electrical Engineering
- Environmental Engineering
- Geotechnical Engineering
- Hydraulic Engineering
- Mechanical Engineering
- Safety Engineering
- Structural Engineering

ENGINEERING TECHNOLOGY

- Construction Technology
- Engineering Technology
- Land Surveying

ARCHITECTURAL DESIGN

- Architecture
- Landscape Architecture

MATHEMATICS

- Statistics

LAW

- Paralegal

TRADES AND CRAFTS

- Maintenance Mechanic Trainee

Plus multiple field offices throughout the States of:

Indiana
Illinois
Kentucky

Michigan
Minnesota
New York

Ohio
Pennsylvania
New York

Wisconsin
West Virginia

**ALL VACANCY ANNOUNCEMENT NUMBERS WILL BE POSTED ONLINE BY 2
NOVEMBER 2015 – CHECK FOR UPDATES AT:**

<http://www.lrd.usace.army.mil/careers.aspx>

Internship overview for current students:

The Internship Program is designed to provide students who are enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in Federal agencies while still in school and get paid competitive wages for the work performed. Students who successfully complete the internship program may be eligible for conversion to permanent Federal positions after graduation. Here are some key features of the Internship Program:

- Interns must be current students in an accredited high school, college (including 2-4 year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institutions pursuing a qualifying degree or certificate. Students must be taking a half-time course load (6 credit hours for undergraduate programs) and pursuing a degree or certificate related to the Internship work assignment.
- Interns may be converted to a permanent Federal position within 120 days after graduation.
- To be eligible for conversion, Interns must:
 - Complete at least 640 hours of work experience acquired through the Internship Program
 - Complete their degree or certificate requirements
 - Meet the qualification standards for the position to which the Intern will be converted
 - Meet agency-specific requirements as specified in the Participant's Agreement, and
 - Perform their job successfully

Recent Graduates overview:

The Recent Graduates Program affords developmental experiences and competitive wages in civil service positions with the Federal Government, to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program leading to a permanent civil service career in the Federal Government. Here are some key provisions of the Recent Graduates Program:

- Recent graduates must have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution, in a field of study that is directly related to the position of assignment.
- Veterans unable to apply within two years of receiving their degree due to military service obligation, have as much as six years after degree completion to apply.
- Recent Graduates may be converted to permanent Federal positions after receiving on-the-job training.
- To be eligible for conversion, Recent Graduates must have:
 - Successfully completed at least 1-year of continuous service
 - Demonstrated successful job performance.
 - Met the qualifications for the position to which the Recent Graduate will be converted.

Vacancy Announcements:

Our vacancy announcements will be posted on www.usajobs.gov **the week of November 2nd (closing on November 9th)**. All applicants have to apply through this website. For a direct link to all recent graduate and intern positions, click here: <https://www.usajobs.gov/StudentsAndGrads>. After reaching this page, the search may be narrowed depending on location desired, career field, etc. Each announcement includes detailed instructions on how to apply for these positions, but some key points for applicants include:

- Have an updated resume ready.
- Have the most updated copy of unofficial transcripts ready (this must be uploaded with the resume).
- Read the job announcement thoroughly because it contains information that relates to the resume, education requirements and documents required for the application.
- An account with USA Jobs can be created in advance and the resume/transcript uploaded to the site. Once created, the student or recent graduate can submit an application for specific announcements, linking the application to the existing account. This will save time later.