



Job Title: Student Trainee (Natural Resources) (Pathways Internship)

Department: Department of the Army

Agency: U.S. Army Corps of Engineers

Job Announcement Number: SWGJ15000001320819PI

SALARY RANGE: \$25,434.00 to \$34,377.00 / Per Year

OPEN PERIOD: Monday, February 9, 2015 to Monday, February 23, 2015

SERIES & GRADE: GS-0499-03

POSITION INFORMATION: Multiple Schedules - Temporary NTE 6 months

DUTY LOCATIONS: Few vacancies in the following location(s):
Berlin Center, OH [View Map](#)
Cortland, OH [View Map](#)
Wayland, OH [View Map](#)
Confluence, PA [View Map](#)
Ford City, PA [View Map](#)
[More Locations](#) (8)

WHO MAY APPLY: Current students within the local commuting area of the location(s) listed on this announcement

SECURITY CLEARANCE: Not Applicable

SUPERVISORY STATUS: No

JOB SUMMARY:

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position:

Click [here](#) for more information on Pathways program participation.

Position(s) will be filled under the Department of the Army Pathways Intern Program.

The Department of the Army Pathways Internship Program is designed to provide students currently enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work and get paid while exploring federal careers through a job with the Department of Army (To learn more about the Pathways Internship Program, please visit: [the Internship Program page](#) on the Office of Personnel Management's website).

This position provides assistance in water safety and other various duties typical at a recreation facility. It is a temporary position during the spring and/or summer season(s) with an initial not-to-exceed of up to 6 months. Appointment may be extended, depending on the needs of the organization, and whether you still qualify under the Pathways program at that time.

To be considered, you must reside within the the local commuting area of at least one of the locations listed on this announcement. The local commuting area is defined as the surrounding localities in which people can reasonably be expected to travel back and forth daily. Typically, the distance is no more than 100 miles.

Northern Area

- Kinzua Dam (Warren, PA)
- Berlin Lake (Berlin Center, OH)
- Shenango River Lake (Hermitage, PA)
- Tionesta Lake (Tionesta, PA)
- Woodcock Creek Lake (Saegertown, PA)
- Mosquito Creek Lake (Cortland, OH)
- Michael J. Kirwan Dam (Wayland, OH)

Southern Area

- Conemaugh Lake (Saltsburg, PA)
- Crooked Creek Lake (Ford City, PA)
- Loyalhanna Lake (Saltsburg, PA)
- Mahoning Lake (New Bethlehem, PA)
- Stonewall Jackson Lake (Weston, WV)
- Tygart Lake (Grafton, WV)
- Youghiogheny Lake (Confluence, PA)

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Must pass a pre-employment physical
- Must be at least 18 years old to be appointed

DUTIES:

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As a Student Trainee (Natural Resources), you will provide support to the Park Manager and/or higher graded Park Rangers in carrying out various technical and administrative duties inherent in operating a flood control multi-use lake project. Major duties support operation and maintenance of the flood control facilities, support recreational activities available to public, and support protection and preservation of natural resources.

Physical Demands & Working Conditions

Work is performed both in and outdoors which can expose you to the usual climate extremes. You must wear a prescribed uniform and maintain a neat, clean, and orderly appearance; as well as meet and deal with visitors in a friendly, courteous, and tactful manner. You must be able to walk, climb, and carry equipment and supplies up to 50 pounds (assistance will be available for heavier items). Outdoor work may expose you to bee stings and insect and/or snake bites, as well as the usual danger of working with power tools while performing maintenance duties. You must wear appropriate safety gloves and protective clothing, as required.

QUALIFICATIONS REQUIRED:

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In order to qualify, you must meet the below education requirements. Your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

- Be a current student in an accredited (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, or trade school; advanced degree program; other qualify educational institution pursuing a degree or certificate on a full or half-time basis;
- Completed at least two years of academic study above high school leading to a degree in one of the following fields of study: biological science, agriculture, natural resource management, chemistry, or other related discipline; and
- Currently maintain at least a 2.0 Grade Point Average (GPA).

You will also be evaluated on the basis of your competency level (knowledge, skills, abilities) in the following areas:

- Ability to Preserve Public Safety
- Ability to Enforce Park Safety Rules
- Skill in Natural Resource Protection and Maintenance

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

Other Requirements: Click [here](#) for expanded definitions.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is Required.
- Pre-Employment Physical is required.
- Personnel Investigation may be required.

HOW YOU WILL BE EVALUATED:

Your [application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Basis for Rating: Qualified candidates will be assigned to one of three quality categories: Best Qualified, Highly Qualified and Qualified. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

- Best Qualified. Candidates in this category possess exceptional skills and experience to exceed well above the minimum requirements for the announced position.

- Highly Qualified. Candidates in this category possess good skills and experience above the minimum requirements for the announced position.
 - Qualified. Candidates in this category meet the minimum experience requirements for the announced position.
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BENEFITS:

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The Department of Defense offers an excellent benefits program. In addition to your take-home pay, your comprehensive compensation/benefits package will include most of the benefits described in [the USAJOBS Resource Center](#).

OTHER INFORMATION:

Multiple positions may be filled from this announcement.

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 Monday, February 23, 2015 to receive consideration.

- To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- Click the Submit My Answers button to submit your application package.
- It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
- To verify your application is complete, log into [your USAJOBS account](#), select the Application Status link and then select the more information link for this position. The

Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application.

Your uploaded documents may take several hours to clear the virus scan process.

- To return to an incomplete application, log into [your USAJOBS account](#) and click Update Application in the vacancy announcement. **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 information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.
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The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

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 \(External\)](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

Your resume:

- Your resume may be submitted in any format.
- If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume

is "most recent." It is your responsibility to check the status and timestamp of all documents you submit as part of your application.

- 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 will be marked as incomplete and you will not receive consideration for this position.

Transcripts: You must provide a copy of your unofficial transcripts that show your progress in school as well as your cumulative GPA. **NOTE:** If selected, an official copy of your transcripts must be received before you can be appointed.

Proof of Eligibility: You must provide at least one of the following documents to prove your eligibility for employment under the Department of the Army Pathways Internship Program:

- A copy of your class schedule for current or upcoming semester/quarter;
- Letter of enrollment;
- Pre-registration schedule/transcript(s); or
- Receipt for tuition

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." See: [Transcripts and Licenses](#)

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [Faxing Applications and Documents](#) The Vacancy ID is 1320819. You will need the questionnaire, [View Occupational Questionnaire](#), to complete your faxed application

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.

AGENCY CONTACT INFO:

Central Resume Processing Center

Phone: (000)000-0000

Email: USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL

Agency Information:

DA SWR USACE LRD

PO Box 59

Louisville, KY

40201

WHAT TO EXPECT NEXT:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position. Please follow all instructions carefully. Errors or omissions may affect your rating.

To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select *My Applications*, and click on the *more information* link under the application status for this position.

For questions regarding the status of your application, eligibility or qualifications determination contact: applicanthelp@conus.army.mil

Additional Duty Location Info

Few vacancies in the following locations:

Berlin Center, OH [View Map](#)

Cortland, OH [View Map](#)

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Saltsburg, PA [View Map](#)

Tionesta, PA [View Map](#)

Warren, PA [View Map](#)

Grafton, WV [View Map](#)

Weston, WV [View Map](#)