Student Trainee (Engineering)
DEPARTMENT OF AGRICULTURE
Forest Service

Summary
The Internship Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. This Student Trainee position will be filled as an Intern appointment. The appointment is indefinite and is expected to last for the duration of the student’s academic attendance.

Overview

Reviewing applications

Open & closing dates
📅 10/04/2022 to 10/17/2022

Salary
$32,570 - $44,740 per year

Pay scale & grade
GS 3 - 7

Locations
MANY vacancies in the following locations:

📍 Bishop, CA
📍 Placerville, CA
📍 Porterville, CA
📍 Vallejo, CA
📍 Steamboat Springs, CO
📍 Coeur d'Alene, ID
📍 Grangeville, ID
📍 McCall, ID
📍 Potlatch, ID
Remote job
No

Telework eligible
Yes—as determined by the agency policy.

Travel Required
Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed
No

Appointment type
Internships -

Work schedule
Multiple Schedules -

Service
Excepted

Promotion potential
9

Job family (Series)
0899 Engineering And Architecture Student Trainee
(//Search/Results?j=0899)

Supervisory status
No

Security clearance
Not Required
(//Help/faq/job-announcement/security-clearances/)
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**

Students who have been accepted for enrollment, or who are enrolled at least half-time, in an accredited high school, college, professional, technical, vocational, or trade school pursuing a qualifying degree or certificate.

**Duties**

- Receives training in the principles, concepts, work processes, and regulations of one or more functional areas of Engineering and Architecture.
- Work assignments are usually clear-cut and designed to provide experience in a wide variety of activities.
- On a scheduled basis, following the Pathways Participant Agreement, receives assignments in various Engineering and Architecture functions to gain an understanding of the various program concepts and operations.
- Develop an understanding of the total mission as well as organizational/functional interrelationships, and develop a foundation for more specialized application of knowledge gained from on-the-job training assignments.
- Receives formal and on-the-job training in OPM, Department of Agriculture and Forest Service policies, rules, regulations, and procedures.
- Is instructed on the use of personal computers, and file and data management.
Requirements

Conditions of Employment

• Must be at least 16 years of age and meet education requirements.
• Must be suitable for Federal employment as determined by a background investigation.
• Must be a U.S. Citizen or National at the time of non-competitive conversion to a term or permanent position in the competitive service.
• Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/.
• The incumbents of Internship positions may be reassigned/relocated to any geographical location where the employee's services are needed as determined by management. Mobility agreement may be required.
• Males born after 12-31-59 must be registered for Selective Service.
• Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to a financial institution of their choosing.
• A signed participant agreement is required for employment under Pathways.
• Complete at least 640 hours of work experience prior to graduation
• Maintain Pathways program eligibility for the duration of the appointment.
• Must be in good academic standing as defined by the educational institution.
• Must be enrolled at least half-time in a qualifying educational institution seeking a qualifying degree or certificate.
• The candidate's academic and career goals must be related to the position that they are appointed to.
• May be required to successfully complete a probationary/trial period.
• Positions filled from this announcement may be a bargaining or a non-bargaining unit position represented by either NFFE, AFGE or NAGE.

Qualifications

You are required to meet the eligibility requirements of the Internship program, as described below in order to be considered for this position. You must meet all the eligibility and qualification requirements by the closing date of the announcement. For more information on the qualifications for this position, go to: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards

INTERNSHIP PROGRAM ELIGIBILITY

You must meet the definition of a student that is, be enrolled or accepted for enrollment in an accredited technical or vocational school, two-year or four-year college or university, graduate or professional school. You must be taking at least a half-time academic course load leading to a degree or certificate. A certificate program is defined as a post-secondary education, in a qualifying educational institution, equivalent to at least one academic year of full-time study that is part of an accredited college-level, technical, trade, vocational, or business school curriculum.

Your application and resume must clearly show that you possess the experience requirements. Transcripts must be provided. Provide course descriptions as necessary.

Basic Requirement:
The minimum qualification requirements for each grade level of this vacancy announcement are described below:
Note: One full academic year of undergraduate; graduate; vocational; trades; technical or high school is the number of credit hours by the college, university or school to represent one year of full-time study.

- For GS-03: Completion of one full academic year of post-high school study
- For GS-04: Completion of an associate's degree or 2 academic years of post-high school study
- For GS-05: Completion of a bachelor's degree or equivalent degree
- For GS-07: Completion of one full year of graduate level education

May be converted to any position with a Full Performance Level not to exceed GS-09. Conversion to a position with a full performance level of GS-09 is not guaranteed, you may or may not be offered conversion.

**Education**

Education completed in foreign colleges and universities may be used if it has been accredited or evaluated by an organization recognized by the U.S. Department of Education.

These position have a positive education requirement. The student must be currently enrolled in an Engineering Degree program that will satisfy on graduation the specific requirements for a professional or scientific position identified by on your pathways agreement. [https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/general-engineering-series-0801/](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/general-engineering-series-0801/)

**POSITION INFORMATION**

This announcement is associated with the 2023 Women of Color in Science, Technology, Engineering, and Mathematics (STEM) hiring event.

If you have questions regarding duty locations in this announcement please email sm.fs.pathways@usda.gov. Please include the announcement number and the exact location(s) for which you have questions in your email.

The duty locations listed in this announcement include primary and alternate locations for available positions. You must select all duty locations for which you wish to be considered; final duty location for each position will be determined at the time of selection.

Selecting the "Location Negotiable after Selection" option in addition to selecting your preferred specific duty locations, implies your willingness to accept positions to alternative duty locations that may or may not have been indicated in this announcement. Final determination of duty station will be made by the selecting official at the time of job offer.

**Additional information**

**FIELD GOING:** The applicant should expect that these are all primarily field going positions, with a significant amount of physically challenging field work in natural resource settings. This could involve use of Forest Service vehicles, tools, and Personal Protective Equipment; hiking, exposure to weather extremes and wildlife, and in some cases, working extended hours or shifts, evening work and/or spending some nights at remote locations.

Salary wage as shown for GS-3 and GS-4 is based on this [Special Salary Table](https://www.opm.gov/special-rates/2022/Table001M01302022.aspx)

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**Government Housing:** May be available.

**Daycare Availability:** Forest Service daycare facilities are not available.

**Promotion Potential:** If you are selected for a position with further promotion potential, you will be placed under a career development plan and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.

**Training/IDP:** This position requires 40 hours of formal, interactive training. An Individual Development Plan (IDP) must be completed and approved by the supervisor within 45 days of appointment.

**Program Requirements:** Interns may be non-competitively converted to a term or permanent position in the competitive service after the successful completion of the internship program. To be eligible for conversion, the Intern must meet the following:

- Must be a U.S. Citizen at the time of non-competitive conversion to a term or permanent position.
- Complete at least 640 hours of work experience acquired through the Internship program prior to graduation.
- Complete a degree or certificate program from a qualifying educational institution.
- Receive a favorable recommendation by supervisor.
- Meet the OPM Qualification Standards for the position to which the Intern may be converted. Conversion is not guaranteed and is based on the needs of the agency.
- Meet any agency specific requirements as outlined in the Participant Agreement.
- Perform the job successfully

**TELEWORK:** This position may be eligible to telework up to four days per week, based upon the duties of the position. This position may also be eligible for flexible work arrangements as determined by agency policy and any applicable collective bargaining agreements.


**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
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.

For GS-03 or 04: Please note, these positions are targeted toward students in the beginning of their undergraduate/certificate education.

For GS-05 or 07: Please note, these positions are targeted toward students in the beginning of their graduate education.

The targeted start date for these positions is Winter 2022/Spring 2023.

If you are graduating in the same semester or term in which you are appointed, you must be able to complete 640 work hours prior to graduation. Fall 2022 graduates will be required to provide proof of continued enrollment for Spring 2023. If no proof of continued enrollment is provided, you will be deemed ineligible for an internship.

These positions have a targeted effective date of Spring 2023. The tour of duty is full-time and may be filled at the GS-03, GS-04, GS-05, or GS-07 grade level. Conversion series and full performance of the position will be determined at time of job offer.

Before you submit an application for any of our vacancies, you should completely review the announcement and requirements. You should only apply for positions you meet the required minimum qualifications AND program requirements described in the announcement. Do not apply to a duty location if you are not willing to accept or travel to that location. If you have reviewed the announcement and believe that you meet both the minimum qualifications and the program requirements, you should document your experience and education in your resume. Since traditional resumes do not provide all the information needed to determine your status, you should create a more detailed resume to use when applying to Federal positions.

To view the application form, visit: https://apply.usastaffing.gov/ViewQuestionnaire/11669130

Required Documents

The following documents must be submitted for your application package to be considered complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, system failure or downtime, etc. Failure to submit required, legible documents may result in loss of consideration.

1. Cover letter - optional (one page maximum)

2. Resume that includes: 1) personal information such as name, address, contact information; vacancy announcement number, title, series, and grade of the position for which you are applying; 2) education (may include coursework relevant to the position for which you are applying); 3) detailed work experience including work schedule, hours worked per week, dates of
employment; title, series and grade (if applicable; 4) supervisor’s phone number and e-mail address for each work period listed and whether or not the supervisory may be contacted for a reference check; 5) references (minimum of two); 6) other qualifications; and 8) graduation date (actual or anticipated).

3. College Transcripts - An unofficial copy is sufficient; however, if selected, an official transcript will be required prior to entering on duty. Transcripts, both unofficial and official, should include your full name, name of the school, current GPA/academic standing, past and current coursework, and degree program. If your school does not provide transcripts or the transcript does not provide all the necessary information listed above, you should include additional academic documentation from the school that meets the requirements above. This additional documentation may include a letter from the school's registrar's office or official enrollment verification. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education web site at http://www.ed.gov. All transcripts must be in English or include English translation.

4. Acceptance letter - If you have recently graduated or are expected to graduate in the current or next term you must also include an official acceptance letter along with your transcripts to verify you are continuing your education.

5. If claiming veteran's preference, you must submit a Certificate of Release or Discharge of Active Duty (DD-214), which shows dates of service and discharge under honorable conditions. If currently on active duty, you must submit a certification of expected discharge or release from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. If claiming 10-point preference you must also provide proof of entitlement of this preference as listed on the SF-15 Application for 10-point Veterans' Preference. The SF-15 should be included but is not required. You will receive veteran's preference based solely on the documentation provided with your application. For more information on veterans' preference see https://www.fedshirevets.gov/job-seekers/veterans/veterans-preference/.

NOTE: You may update your application package for an open announcement. Log in to your USAJOBS account. Follow the USAJOBS prompts to navigate to your application package. If you have added or replaced a document(s), you must click on the Documents link at the top of the page then choose the document(s) from the Available Documents drop-down list.

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/). 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

For tips on how to apply and how you will be evaluated, please see the Agency Contact Information listed below.
Please read the entire announcement and all instructions before you begin. You must complete this application process and submit all required documents electronically by 11:59p.m. Eastern Time (ET) on the closing date of this announcement.

Applying online is highly encouraged. We are available to assist you during business hours (normally 8:00a.m. - 4:00p.m., Monday - Friday). If applying online poses a hardship, contact the Agency Contact listed below well before the closing date for an alternate method. All hardship application packages must be complete and submitted no later than noon ET on the closing date of the announcement in order to be entered into the system prior to its closing.

This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact the Agency Contact to request this.

To begin, in USAJOBS click "Apply" and follow the instructions to attach your resume and supporting documents, complete the assessment questionnaire, and submit your application.

Note: You must indicate by your responses to the questionnaire, all categories of eligibilities for which you would like to be considered. You will only be considered for the eligibilities that you select.

Agency contact information

HRM Contact Center

Phone
1-877-372-7248 X2
(tel:1-877-372-7248 X2)

Email
HRM_Co ntact_Center@usda.gov
(mailto:HRM_Co ntact_Center@usda.gov)

Learn more about this agency
(#agency-modal-trigger)

Next steps

Your application will be reviewed to verify that you meet the eligibility and qualification requirements for the position prior to issuing referral lists to the selecting official. Qualified individuals with veteran's preference are listed ahead of individuals who do not have veteran's preference. If further evaluation or interviews are required, you will be contacted. Log in to your USAJOBS account at https://my.usajobs.gov/Account/Login
(https://my.usajobs.gov/Account/Login) to check your application status. We expect to make a final job offer approximately 40 days after the deadline for applications.

You must choose to turn on email notifications in your USAJOBS profile if you want to receive important email notifications that may impact your applicant experience (e.g., If you start an application and do not submit it prior to the closing date, USAJOBS will send an email reminder that the closing date is approaching, and your application is in an incomplete status).
Multiple positions may be filled from this announcement.

**Fair & Transparent**

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

- Equal Employment Opportunity (EEO) Policy
  ([Help/equal-employment-opportunity/](/Help/equal-employment-opportunity/))
- Financial suitability
- New employee probationary period
- Privacy Act
- Reasonable accommodation policy
  ([Help/reasonable-accommodation/](/Help/reasonable-accommodation/))
- Selective Service
- Signature and false statements
- Social security number request