

Student Trainee (Geographer)

U.S. ARMY CORPS OF ENGINEERS

Few vacancies in the following location: Huntington, WV	Salary Range \$23,966.00 to \$38,158.00 / Per Year	Who May Apply Student/Internship Program Eligibles
Work Schedule is Multiple Schedules - Internships	Series & Grade GS-0199-02/04	Control Number 466753500
Opened Friday 3/31/2017 (-2 day(s) ago)	Promotion Potential 11	Job Announcement Number SWGJ17XXXXXX1932049PI
Closes Monday 4/10/2017 (12 day(s) away)	Supervisory Status No	

Job Summary

Looking for a great place to work? The U.S. Army Corps of Engineers (USACE or "The Corps") is one of the best in America! In 2015, USACE ranked #128 out of 500 employers on Forbes' "America's Best Employers" list. From this list, the Corps ranked #10 in the government services industry, #6 in the federal government, and #8 in the engineering field. The U.S. Army Corps of Engineers is an innovative, transformative organization providing engineering solutions to customers worldwide. Working at the Corps as a civilian employee means making a direct contribution to war fighters and their families; supporting overseas contingency operations; developing technology and systems that save the lives of soldiers and civilians; providing disaster relief; and protecting and enhancing the environment and the national economy. [Follow this link for more information about the U.S. Army Corps of Engineers.](#)

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:

Position(s) will be filled under the Department of the Army Pathways Intern Program. Click [here](#) for more information on Pathways program participation.

The U.S. Army Corps of Engineers is hiring exceptional interns to fill our dynamic positions! For this internship, you must be able to work full-time when not attending classes (i.e. summers, fall and spring breaks, etc.), part-time, full-time, flexible, XX hours per week, etc.

This intern position is designed to prepare a student trainee for employment after graduation as a Geographer. Interns will be assigned tasks designed to increase familiarity with the target occupation in a real world work environment.

This opportunity follows a standard promotional path:

- Internship selections will be made at the GS-02, GS-03, or GS-04 levels. These grade levels are what typical college students in their first, second, or third year can qualify for.

Who May Apply:

Positions are open to current students pursuing a qualifying degree or certificate in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution on at least a half-time basis (as defined by the institution in which the student is enrolled). Short-term training programs (e.g., several two-week programs completed) are not considered an academic course of study.

Duties

This position provides for development and training under the Pathways Internship Program. Intern assignments become more responsible as incumbent increases knowledge and skills through work experience and academic training.

At the full-performance level GS-11, you will be expected to:

- Plan and execute studies relating to physical and cultural environments for use in civil works projects/activities/operations.
- Develop geo-referenced digital databases and ensures database information is correctly linked to appropriate mapping elements so that analyses of the information can be performed, displayed and outputted to create final products.
- Apply professional judgment, technical skills and knowledge to perform analyses of GIS data and produce final products.
- Plan, develop and acquire geospatial data using appropriate tools and sources.
- Ensure implementation of the Spatial Data Standards for Facilities Infrastructure and the Environment (SDSFIE) for metadata collections.
- Convert data from various graphic and nongraphic formats to electronic formats, and from various electronic and hard copy media.
- Generate three-dimensional digital terrain models, topographic contours and cross-sections from topographic survey or photogrammetric data.
- Evaluate the availability and technical adequacy of other existing digital data generated by other government agencies, private sector, learning institutions and individuals for utilization on District projects.
- Perform land surveys including topographic surveys and establishing vertical and horizontal control at various project sites. Leads the survey with support from area office staff.

Travel Required

- Not Required

Relocation Authorized

- No

Key Requirements

- A background investigation is required for all federal positions.
- Must be 18 years of age within 30 days of announcement closing.

Qualifications

To qualify for a Pathways Internship at the **GS-02 level**, students must have completed high school or received a GED diploma.

To qualify for a Pathways Internship at the **GS-03 level**, students must have completed one full academic year of post-high school study.

To qualify for a Pathways Internship at the **GS-04 level**, students must have completed two full academic years of post-high school study or have an associate's degree.

*****You must attach a copy of your transcripts for verification*****

For this internship, you must be a current student majoring in Geography; or related physical or social science such as geology, meteorology, economics, statistics, sociology, anthropology, political science, history, cartography, computer science, urban studies, or planning that included at least 24 semester hours in geography or related fields.

This occupation has specific educational requirements for entry and applicants must show evidence that their planned academic program will meet those requirements (i.e. transcript reflecting enrollment in applicable programs).

Interns who successfully complete this internship may be placed into a term or permanent job as long as they meet the requirements for the program.

*****Failure to meet the education requirement is grounds for (1) termination from the intern program and (2) dismissal from federal service*****

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

-Cumulative Grade Point Average

For qualification purposes, an academic year is computed as follows:

- At the undergraduate level, successfully completed education that has not led to possession of a degree is credited based on its relationship to 120 semester hours or 180 quarter hours. For example, 30 semester hours or 45 quarter hours is comparable to 1 year of undergraduate education. Four years of progressive study or 120 semester hours meets the degree requirements. Additional credit cannot be given for duplicate course work.
- For study at a business or technical school, 36 weeks of study (20+ classroom hours per week) is comparable to 1 academic year above high school.
- An academic year of graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 academic year of full-time study. This determination is made based on normal course loads for a full year of study in the graduate program. If that information cannot be obtained from the school, 18 semester hours or 27 quarter hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.
- When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in the standard.

NOTE: If your college, vocational, trade, technical or high schools' definition of "academic year" differs from above, you must submit proof of this difference (e.g., copy of course catalog that defines an academic year).

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 more information.

-Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.

-A two year trial/probationary period may be required.

-Direct deposit of pay is required.

-To be eligible for the Pathways Student Internship Program you must maintain at least a half-time course load as defined by the educational institution.

-To be eligible for the Pathways Student Internship Program you must be in good academic standing.

Security Clearance

Not Applicable

What To Expect Next

Once the application process is complete, a review of your application will be made to ensure you meet the job and program requirements. Your resume, transcripts, and other supporting documents will be reviewed and compared to your responses to the online questionnaire. Eligible applicants will be placed into applicable referral or non-referral categories.

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

BENEFITS

Department of the Army Pathways Interns receive many of the same benefits as permanent civil service employees. The Department of Defense offers excellent benefits programs some of which may include:

- Comprehensive health and life insurance (length of employment and time in pay status conditions apply for interns)
- Competitive salaries
- Generous retirement programs (interns are eligible to participate in retirement programs after conversion to permanent or term employment)
- Paid holidays, sick leave, and vacation time
- Flexible work environment
- Paid employment-related training and education
- Possible student loan repayment
- Payment of licenses, certification, and academic degrees as applicable
- Bonuses, incentives, and awards as appropriate for the job.

Other Information

Eligibility requirements for conversion to a permanent or term position. Interns must:

- Be a U.S. Citizen;
-

Complete at least 640 hours of work experience acquired through the Internship Program **prior to or concurrent with** completion of academic requirements;

- Complete their degree or certificate requirements (as specified in the announcement);
- Meet the Office of Personnel Management's qualification standard, including any applicable positive education requirement and/or selective placement factors and any other special qualifications requirements and conditions of employment (e.g. medical standards) appropriate for the specific competitive service position to which the intern will be converted;
- Successfully complete all the requirements of the Internship Program as defined in the agency-participant agreement; and
- Perform their job successfully as documented through performance evaluations and/or completion of an Individual Development Plan (IDP).

-Multiple positions may be filled from this announcement.

To apply for this position, you must provide a complete application package which includes:

1. Your resume: If you submit a resume with inappropriate material (e.g. photos), you will not be considered for this vacancy. Your resume may be submitted in any format. For qualifications determinations, your resume must contain hours worked per week and the dates of employment (e.g., hours per week and month/year to month/year or month/year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.
2. Your responses to the questionnaire.
3. Your transcripts.
4. Additional required documents (see Required Documents section below).

The complete Application Package must be submitted by 11:59 PM (EST) on Monday, April 10, 2017.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To fax supporting documents you are unable to upload, complete [this cover page](#) using the following Vacancy ID 1932049. Fax your documents to **1-478-757-3144**.

If you cannot apply online, you will need to provide the same information obtained in the online process. You will need three documents to complete this process: the Occupational Questionnaire, the scan response form: U.S. Office of Personnel Management Occupational Questionnaire (OPM Form 1203-FX), and a separate document described in item #3 below.

1. Download the scan response form, [OPM Form 1203-FX](#)
2. [View Occupational Questionnaire](#). Use this information to guide you in completing the OPM Form 1203-FX. Note that you may be instructed to leave some responses blank on the scan response form.
3. On a separate document, please identify which position(s) on your resume (include title, organization, and employment dates) support any response of "E" ("I am considered an expert in performing this task....").
4. Fax the completed OPM Form 1203-FX, along with your required and supporting documents, to 1-478-757-3144. Your OPM Form 1203-FX will serve as a cover page for your fax transmission.

PLEASE NOTE: The numbering on the OPM Form 1203-FX will not match the Occupational Questionnaire. Section 25 of the OPM Form 1203-FX continuously numbers from number one, while the Questionnaire starts each section

of questions with number one. When entering your responses please continue regardless of number sequence. This issue has been identified and will be resolved as soon as possible.

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.

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. Requests for reasonable accommodations are reviewed on a case-by-case basis.

How You Will Be Evaluated

Your application package (resume, supporting documents, and responses to the questionnaire) will be reviewed to verify that you meet the basic eligibility and qualification requirements and will also be used to evaluate your relevant personal, educational, and work experiences. If you apply more than once or if you update your original application, only the most recently submitted resume will be considered.

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

Ideal: This category will be used for those candidates whose cumulative grade point average (GPA) is 3.0 or higher.

Eligible: This category will be used for those candidates whose cumulative grade point average (GPA) is less than 3.0.

- All applicants must submit a resume, enrollment verification (if transcripts do not show current enrollment), and unofficial transcripts for education claimed in your resume and occupational questionnaire. If you provide an unofficial transcript at the time of application and you are selected, you will be asked for official versions prior to appointment. Your transcripts are a required part of your application. Additional information about transcripts are [in this document](#).
- If you are currently serving on active duty: You MUST submit a certification from the armed forces that certifies you are expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date you apply to this opportunity. If you supply a certification at this stage, your preference/eligibility will be verified prior to appointment. More information about Veteran's Preference is located on the [Feds Hire Vets](#) website. Please upload veteran's documents under the appropriate category.

If you fail to provide required documents, you will be marked as having an incomplete application package and will not be considered any further.

PLEASE NOTE: All documents submitted as part of the application package may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for other than the applicant. You may protect the privacy of others by sanitizing (that is, marking through or over personally identifiable information such as a social security number) to remove such personal information before submitting the application. You may be asked to provide a non-sanitized version of the documents upon selection to confirm eligibility.



Department of the Army

U.S. Army Corps of Engineers

Contact

Central Resume Processing Center
Phone: (000)000-0000
Email: USARMY.APG.CHRA-
NE.MBX.APPLICANTHELP@MAIL.MIL

Address

U.S. Army Corps of Engineers
Please contact by email
Aberdeen Proving Ground
MD