

## **THE DEPARTMENT OF THE ARMY-JOB OPPORTUNITY ANNOUNCEMENT**

### **JOB NO: SPRING 2010**

This announcement will also be used to fill position during the **SUMMER 2010**.

Opening Date: 19 January 2010

Closing Date: 19 February 2010

Position Title (Pay Plan-Series: Student Temporary Employment Program Positions)

**SELECTION WILL BE BASED IN PART ON HOW WELL AND COMPLETE YOU DOCUMENT YOUR WORK EXPERIENCE AND EDUCATIONAL BACKGROUND IN YOUR APPLICATION.**

**YOU MUST STATE YOUR TYPING SPEED IN ORDER TO BE CONSIDERED FOR ANY POSITION IN WHICH TYPING AND/OR COMPUTER KEYBOARDING IS A JOB REQUIREMENT.**

Comments: A variety of positions (e.g., engineering aids, office automation clerks, laborers, etc.) will be filled in accordance with the Handbook X-118 and X118-C within various offices of the Vicksburg District (includes field offices in AR, LA, and MS) Headquarters, Mississippi Valley Division, Engineering Research and Development Center (ERDC) in Vicksburg, and Military Entrance Processing Station and Recruitment Battalion in Jackson, MS.

**YOU MUST LIST ON THE ATTACHED SUPPLEMENTAL FORM THE DUTY STATION(S) FOR WHICH YOU ARE APPLYING.**

Due to the volume of applications, only selected candidates will be contacted.

The grade and salary range for the different positions to be filled are as follow:

GS-01 through GS-11 (BASIC SALARY RANGE \$9.74 PH - \$35.76 PH)

DB-01 through DB-03 (BASIC SALARY RANGE \$9.74 PH - \$42.86 PH)

DE-01 through DE-04 (BASIC SALARY RANGE \$9.74 PH - \$42.86 PH)

DJ-01 through DJ-03 (BASIC SALARY RANGE \$9.74 PH - \$42.86 PH)

DK-01 through DK-04 (BASIC SALARY RANGE \$9.74 PH - \$32.55 PH)

\*WG-01 through WG-11 (BASIC SALARY RANGE \$8.96 PH - \$26.55 PH)

\*OR OTHER EQUIVALENT PAY PLANS

(Most positions are filled at the entry level which is represented by the lower end of the salary ranges shown above.)

- Number of vacancies to be filled by this announcement: MULTIPLES.
- Length of Appointment: These are temporary positions for a period not to exceed one year but may be extended as long as the student remains an "eligible" student under the criteria in this announcement.
- Some of these positions will be included in a DoD Civilian Personnel Demonstration Project.
- Some of these positions will require a physical examination by a physician.
- Organization: Vicksburg District; Headquarters, Mississippi Valley Division; and Engineer Research and Development Center (ERDC), and Military Entrance Processing Station
- Duty Station: Various locations in Mississippi, Arkansas or Louisiana

Area of Consideration: All interested candidates who are currently enrolled at a high school, college or technical school and meet the definition of students in accordance with 5 CFR 213.3202(A).

Duties: Incumbent works under close supervision and receives specific instruction as to when and how to accomplish assigned tasks. Other positions may be complex in nature depending on the grade or band of the position. Tasks may involve manual labor, clerical, engineering, science or technician work.

Qualification Requirements: Positions will be filled in accordance with the Qualification Standards for General Schedule positions and Federal Wage Grade standards, which are published by the Office of Personnel Management (OPM). You may review these operating manuals in their entirety by visiting your local library or visiting the OPM website at <http://www.opm.gov/>. Selective Placement Factors: NOT APPLICABLE

Standard/Other Requirement/Instructions on How to Apply:

1. Failure to provide all the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating. Follow the section "How to Apply", in this announcement.
2. Permanent Change of Station (PCS) funds are not authorized.
3. Direct Deposit is **REQUIRED**. As a condition of employment, candidates appointed are required to enroll and participate in Direct Deposit/Electronic Funds Transfer Program for receipt of their payroll checks.
4. **GENERAL ELIGIBILITY REQUIREMENTS:**
  - A. Citizenship: Must be a citizen of the United States of America.
  - B. Age: Students must be at least 16 years of age at the time of appointment.
  - C. School Affiliation: All students in the Student Temporary Employment Program must be enrolled in good standing, or have been accepted for enrollment, in an accredited school, and must be working toward a degree, diploma, certificate, etc. Students may be appointed if they are pursuing any of the following educational programs;
    - (1) High School Diploma or General Equivalency Diploma (GED)
    - (2) Vocational/Technical Certificate
    - (3) Associate Degree
    - (4) Baccalaureate Degree
    - (5) Graduate Degree; and
    - (6) Professional Degree

D. Students must be taking at least a half-time course load. The definition of half-time is the definition provided by the school in which the student is enrolled. Students need not be in actual physical attendance, so long as all the other requirements are met. An individual who needs to complete less than the equivalent of half the course load in the enrollment period immediately prior to graduation is still considered a student for the purposes of this program.

E. Students who fail any required high school course are no longer eligible for the Student Temporary Employment Program.

F. While employed, appointees must maintain an acceptable school standing and GPA of at least 2.0 on a 4.0 grading scale. Students who's GPA falls below 2.0 for two consecutive semesters will no longer be eligible for the Student Temporary Employment Program.

G. Junior College students with a two-year degree or 80 semester hours are not eligible for the Student Temporary Employment Program.

H. Undergraduate students with a four-year degree or 150 semester hours are not eligible for the Student Temporary Employment Program.

I. Graduate and professional students must meet institution's requirements.

**EMPLOYMENT OF RELATIVES:** In accordance with 5 CFR Part 310, a student may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence, advocate or control the student's appointment, employment, promotion or advancement within the agency.

**HOW TO APPLY:**

Students applying for this announcement are responsible for assuring that the following documents are completed and included in their application. Applications CANNOT be faxed or e-mailed. For further information, please contact Rosie Bingham-Trunell at (601) 631-5858 or Donna Simmons at (601) 631-5872.

**DOCUMENTATION REQUIRED WHEN APPLYING (ALL DOCUMENTS MUST BE CURRENT):** Applicants claiming veteran's preference must submit Copy 4 of the DD-214 or other acceptable proof of service or they will not be considered veterans for referral purposes.

- Application for Federal Employment: Applicants may submit a Resume or Option Form 612 which is available at <http://www.opm.gov/forms/html/of.asp>.
- Supplemental Form which is included with this announcement.

**DOCUMENTS REQUIRED AFTER SELECTION AND PRIOR TO APPOINTMENT (ALL DOCUMENTS MUST BE CURRENT):**

**HIGH SCHOOL STUDENTS**

- Letter from School certifying school status (must be on school letterhead with school seal)
- Class Schedule (official schedule issued from school)

**POST HIGH SCHOOL STUDENTS**

- Letter from school certifying status. The letter must be on school letterhead, with school seal and state full time, part time or half time.
- Class Schedule (official schedule issued from school)
- Complete *Official* College Transcript. The transcript must be an original, no copies will be accepted. Students entering college for the first time are not required to provide transcripts as no class work has been completed.

You may be able to obtain application packets on line, at your local state employment office, and your school.

**WHERE TO APPLY:** Applications should be mailed or hand-carried to the following address:

Workforce Investment Network (WIN) Job Center  
1625 Monroe Street  
Vicksburg, MS 39180

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED ON OR BEFORE THE CLOSING DATE. APPLICATIONS MUST BE COMPLETE TO RECEIVE EMPLOYMENT CONSIDERATION**

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.** All qualified candidates will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status (except where specifically authorized by law), age, politics, or disability which do not relate to successful performance of the duties of this position. Reasonable accommodation to individuals with disabilities will be provided.

**THE DEPARTMENT OF DEFENSE PROHIBITS SMOKING IN THE WORKPLACE.**

## SUPPLEMENTAL FORM (SPRING 2010)

Please print the following:

Name:

Social Security Number:

School Attending:

Address at College (If you are a college student):

Home Address:

Place of Birth:

Work Site Preference/s: CHECK ALL LOCATIONS YOU ARE INTERESTED IN

- Vicksburg, MS (ERDC, MVD, MVK)
- Jackson, MS (MEPS)
- Mississippi, other than Jackson or Vicksburg (Specify) \_\_\_\_\_
- Arkansas (Specify) \_\_\_\_\_
- Louisiana (Specify) \_\_\_\_\_

Career Interest/s: **REMINDER: The experience and educational background on your application must be complete in order to receive appropriate consideration.**

- Engineer
- Science
- Math
- Research
- Other (Specify) \_\_\_\_\_

Typing Speed: \_\_\_\_\_ Words per minute.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_