



U.S. Fish and Wildlife Service The Student Career Experience Program (SCEP) Recruitment Opportunity

The Southeast Region, Division of Refuges is currently recruiting for degree-seeking students in the following fields:

Wildlife Refuge Management
Equipment Operator
Law Enforcement

Prescribed Fire Specialist
Forestry
Realty Specialist

Wildlife Biology
Environmental Education

Students will combine their studies with a variety of practical work experience in our regional office and national wildlife refuges in the southeast region. The work experience is related closely to the student's educational program to provide a career-related on-the-job experience.

To Be Eligible for the SCEP, Students Must Be:

- At least 16 years of age.
- A U.S. citizen. Lawfully admitted resident aliens may be considered absent qualified citizens; however, students accepted into the program as trainees must be U.S. citizens if and when they are converted to permanent appointments after graduation.
- Enrolled or accepted for study leading to a degree, diploma, or certificate, at an accredited high school, technical or vocational school, two, or four year college or university, graduate or professional school.
- Taking at least a half-time course load as defined by the school. An exception to this requirement is permitted when a student is in the final period before graduation and needs to be less than a half-time course load.
- A student is in good standing with the academic institution and maintains the grade point average (GPA) requirements of the school.

Student Trainees in the SCEP Must:

- Meet qualifications/suitability requirements.
- Be employed by the Service in a position related to the student's academic field of study.
- Be either working for the Service, attending school, or both, at any time during the year.
- Meet performance and conduct standards during periods of work with the Service.

Other Program Parameters Include:

- A written agreement must be initiated by the Service and signed by all parties (the student, school, and the Service).
- The student must complete at least 640 hours (16 weeks) of career-related work with the Service prior to completion of or concurrently with academic course requirements.
- Appointments may be made at any grade for which a student qualifies, under either the General Schedule (GS) or Wage Grade (WG). Those under the GS are eligible for locality pay, and if applicable, special pay rates.
- Students are eligible for health insurance, life insurance, retirement, and leave accrual on the same basis as permanent employees with comparable work schedules.
- The Service may provide for financial assistance, which always includes salary, and may include tuition assistance; travel and transportation expenses between the school and the duty station; and low or no-cost housing.
- Work schedules may be part-time, full-time, alternating, or concurrent with the course work. The work schedule should not interfere with the student's academic schedule or progress.

After graduation, Students:

- Must meet qualification standards for the target position.
- Are eligible for non-competitive to a career or career conditional appointment within 120 days of the degree conferment and satisfactory program requirements.
- May be converted within the Service or to a position in another Federal agency.

How to Apply:

Applicants must submit the following:

- Resume describing past/present school and work experiences. Attach a cover letter expressing interest in the type of work you are interested in.
- Attach a copy of your most recent transcript.
- A letter from their University's Cooperative Education Coordinator stating the following: the student is eligible to participate in the school's Cooperative Education program, the student is in good academic standing (Undergraduates must have, and maintain, a 2.5 GPA to participate in the program), and provide the degree program, major of the student, and expected graduation date.
- Veterans wishing to receive preference must indicate their eligibility and include documentation to substantiate their request.
- [DI1935 Dept. of Interior Applicant Background Survey](#) (Used for data collection and statistical purposes only)

Mail to: U.S. Fish and Wildlife Service,
ATTN: DCR - SCEP
1875 Century Blvd
Atlanta, GA 30345

As needed, applications will be referred to Program selecting officials based on the interest(s) and qualifications for available positions. If a Hiring Official is interested in considering you for employment, he/she will make direct contact with you to discuss the position. Because of the high volume of applications received, only applicants considered for selection will be notified.

APPLICATIONS PACKAGE MUST BE POSTMARKED BY JANUARY 31, 2009.

U.S. DEPARTMENT OF THE INTERIOR APPLICANT BACKGROUND SURVEY

GENERAL INSTRUCTIONS

In boxes 1 to 3, please print using capital letters only. Read each item thoroughly before circling the appropriate codes in boxes 4 and 5. Enclose this form with your application package or mail it directly to the same address.

1. Vacancy Announcement No.:

2. Position Title:

3. Name (Last, First, MI):

YOUR PRIVACY IS PROTECTED

This information is needed to determine if our recruitment efforts are reaching all segments of the country, as required by Federal law. This is vital information not available from any other source. We can only get it directly from you.

Your voluntary responses are treated in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. This form will be destroyed after the position is filled.

The only information associated with your name in our computer system is whether you have returned the completed form, so that we may follow up if no response has been received. Your responses are stored as a tally for the *group of all applicants for this vacancy* in a manner that cannot be associated with any individual application. No information taken from this form is ever placed in a Personnel file or Personnel data base.

Thank you for helping us to provide better service.

4. How did you learn about this position? (Circle up to three codes).

01 – Private information service
02 – Magazine
03 – Newspaper
04 – Radio
05 – TV
06 – Poster
07 – Private Employment Office
08 – State Employment Office (Unemployment Office)

09 – Agency Personnel Department (bulletin board or other announcement)
10 – Agency or other Federal government recruitment at school or college
11 – Federal, state, or local Job Information Center
12 – Religious organization
13 – School or college counselor or other official
14 – Friend or relative working for this agency
15 – Friend or relative not working for this agency
16 – Internet or World Wide Web
17 – Other (Specify) _____

5. Identify yourself in each category: (Circle the appropriate codes.)

Ethnicity:

D – Hispanic or Latino

N – Not Hispanic or Latino

Race (circle one or more)

A – American Indian or Alaska Native

B – Asian

C – Black or African American

G – Native Hawaiian or Other Pacific Islander

E – White

Sex:

M – Male

F – Female

Do you have any physical and/or mental disabilities?

Y - Yes

N - No

If yes, do you have one or more of the following targeted* disabilities? Circle all that are applicable:

**Deafness
Blindness
Missing Extremities
Partial/Total Paralysis
Convulsive Disorder
Mental Retardation
Mental Illness
Distortion of Limb/Spine**

*** The Equal Employment Opportunity Commission targets these disabilities for extra recruitment efforts.**

PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number.

The estimated burden of completing this form is 3 minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the U.S. Department of the Interior, Director, Office of Civil Rights, 1849 C Street, NW, MS-5230, MIB, Washington, DC 20240.

PRIVACY ACT STATEMENT

GENERAL: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), for individuals completing Federal records and forms that solicit personal information.

AUTHORITY: Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES: The form will only be seen by DOI Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all portions of the country, in conformance with the requirements of Federal law. Only summary data is reported, and only in a format which can not be broken out by individual applicants. No individual data is ever provided to selecting officials.

EFFECTS OF NONDISCLOSURE: Providing this information is voluntary. No individual personnel selections are made based on this information.