



U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

Headquarters

8 Fellowship Positions Available

*The U.S. Fish and Wildlife Service (USFWSHQ) in partnership with the Student Conservation Association is offering 8 fellowship opportunities across **Virginia, West Virginia, Maryland, Georgia and Colorado**. Applications will be accepted from college undergraduate and graduate students only. The Directorate Resource Assistant Fellows Program (DFP) is an 11-week summer fellowship designed to provide students and opportunity to work on projects that focus on conservation, wildlife biology and related fields of study. The fellowships are an 11-week program, and the 2015 DFP will begin late **May or early/mid June**.*

USFWS will pay the travel costs for DFP participants to travel to the duty station of their assigned project and return to home/school, and free lodging will be available at some USFWS duty stations. These fellowships may include field specific training in addition to a week of leadership training at the National Conservation Training Center in Shepherdstown, West Virginia.

As a DFP participant, you will have an opportunity to apply classroom theories, principles and concepts to real-world situation, network and develop relationships with USFWS program officials and staff.

Upon successful completion of your DFP fellowship and your degree requirements, you may be appointed into a permanent position with USFWS. You must meet the eligibility requirements and the education and/or experience qualifications for the permanent position.

DFP Program Eligibility:

- Must be a U.S. Citizen or legal resident
- Must have a cumulative GPA of 3.0 or higher **on a scale of 4.0**
- Current students enrolled in or accepted for enrollment in an undergraduate or graduate degree programs at an accredited college or university recognized by the Department of Education. **In May or June 2015, your status as a student must fall into one of the following qualifying education levels:**

1. An undergraduate student who has completed the junior year (e.g. Rising Senior or Senior) and is expecting to complete degree requirements after the summer of 2015
2. A recently accepted and enrolled graduate student, or
3. A graduate student who has completed at least his or her first year of graduate school.

Undergraduate and graduate students, who will complete their degree requirements prior to the summer of 2015, are ineligible for USFWS, 2015 DFP Fellowships.

DEADLINE FOR RECEIPT FOR APPLICATIONS: Applications will be accepted from undergraduate and graduate students through **March 16, 2015**. A complete application package, resume and unofficial transcript, and optional letters and forms must be received **March 16, 2015**. Incomplete application packages will not receive consideration.



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REQUIRED DOCUMENTS/INFORMATION TO BE INCLUDED IN YOUR APPLICATION PACKAGE:

- A resume that includes the following information:
 - ✓ Anticipated graduation date
 - ✓ City, State and Zip Code of where you live.
 - ✓ Contact Information (e.g. mobile, home and/or work numbers)
 - ✓ Email Address
 - ✓ College and/or Universities attended (include city, state and zip code)
 - ✓ List all employment, internships and volunteer jobs you've held over the past 5 years
 - ✓ List any awards, scholarships or special recognition.
 - ✓ List any special skills relevant to the Fellowship

You must indicate on your resume the number for the project associated with the fellowship for which you are applying for consideration. This can be found in the project description section of this announcement. Please annotate it on the top left side of your resume below your name and phone number.

- A copy of your most recent unofficial transcript from your college/university that include your college/university name, cumulative GPA, total credits, and degree major. Also, you must submit your transcript for your undergraduate degree if you were recently accepted for enrollment in a graduate program.
- Proof of current enrollment at an accredited academic institution must be submitted. Proof may be submitted after the application deadline date but no later than **March 24, 2015**.
- Cover letters and letters of recommendations are optional.

INSTRUCTIONS ON HOW TO APPLY:

- All applications must be received by **March 16, 2015**. Applications submitted electronically or by fax must be received by 11:59 p.m. EDT on **March 16, 2015**. If you submit your application via email, you must include the project number for the fellowship in the subject of your email.
- You must submit a separate and complete application package for each fellowship for which you wish to receive consideration.



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- Applications may be submitted electronically to: fwhq@fws.gov or faxed to (703) 358-2224 ATTN: Directorate Resource Assistant Fellows Program.

DO NOT INCLUDE ANY PRIVACY DATA ON YOUR APPLICATION FOR THE DFP:

Do not include your social security number (SSN), date of birth (DOB), your street address or any other personal identification information on your resume. Redact any personal privacy information (e.g. SSN, DOB and home address) from your unofficial transcript and enrollment verification.

SPECIAL CONDITIONS:

- Successful candidates will be subject to completion of a favorably adjudicated Federal Background Check initiated by USFWS.
- Must be available to work a full time schedule (40 hours per week) for 11 consecutive weeks beginning late May or early/mid June 2015.

BENEFITS:

- 2015 DFP participants will receive wages based on an hourly rate of \$13.50 - \$15.00.
- Successful 2015 DFP candidates may be eligible for a permanent job within the USFWS for which they meet all the qualifications and eligibility requirements.

ADDITIONAL DOCUMENT(S):

- **Demographic Information on Applicants – OMB No. 3046-0046:** Please help us assess our recruitment strategies by completing all the items on the attached form **OMB No. 3046-0046** or download it at: http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf. Data summarizing all applicants for a position will be used to determine if we are effectively reaching all segments of the populations, in conformance with the requirements of Federal equal opportunity law. Only summary data is reported, and only in a format that cannot be broken out by individual applicants. We treat your responses 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.
- **DFP Application Checklist:** The attached checklist is to assist you with verifying that your application package includes all the required documents/information.



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CONTACT INFORMATION:

If you have questions about the application process, please contact the servicing Human Resources Office: Rhonda Long at (703) 358-1743, and reference the Directorate Fellows Program; if you have questions about the DFP Fellowships, please contact the Carolyn McGuire, carolyn_mcquire@fws.gov (703) 358-1824. For a list of all USFWS 2015 DFP announcements, please visit:

<http://www.fws.gov/humancapital/> or <http://www.fws.gov/workforwildlife/dfp.html>



U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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Project Number: DFP15HQINT01

Duty Location: Falls Church, Virginia

Housing: USFWS Housing Unavailable

Project Description: The project will entail the Fellow using online resources to research how multinational agency and organizational funding is being distributed in the Amazon Basin. The Fellow will develop a report describing funding purposes and analyzing the use of such funds in the Amazon. The incumbent will then provide a recommendation to the Western Hemisphere Branch Chief where USFWS International Affairs (AIA) funds would gain the greatest leverage for target resources. This project will support the Service's Landscape Level Conservation initiative and funding prioritization by being the first Service interstate resource analysis to evaluate funding opportunities on the ground throughout the Amazon Basin. This project will support the Service's mission of working with public and private sector partners to accomplish international conservation objectives, including partnering with USAID and the NGO community.

Minimum Education Level and Major: Graduate student 1st year – Environmental Management/Policy

Desired Skills: Skill in writing (sample may be requested) and research. A student with experience in conducting survey reviews is highly desirable

Key Requirements: None



U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

Project Number: DFP15HQFAC02

Duty Location: Falls Church, Virginia

Housing: USFWS Housing Unavailable

Project Description: Invasive species are one of the most significant threats facing aquatic species worldwide, second only to habitat loss. As part of the US Fish & Wildlife Service (USFWS) Branch of Aquatic Invasive Species (BAIS) at Headquarters in Washington, DC, the Fellow will help achieve goals outlined under a partnership between the Pet Industry Joint Advisory Council (PIJAC), USFWS, and the Association of Fish and Wildlife Agencies (AFWA) that promotes voluntary risk management actions for high risk aquatic species that are currently not imported into the United States. A critical part of the Fellow's responsibility will be to help USFWS conduct and review risk assessments and screening of species that may need to be addressed through the partnership. The Fellow will work with stakeholders to implement actions that will lead to safer and more effective commerce through the live trade of aquatic species. While the primary focus will be on risk assessment and screening, the Fellow will also help develop and implement the social marketing campaign that meets partnership goals. The projects meet urgent USFWS needs to be more responsive in identifying and addressing aquatic invasive species threats before they arrive, through both voluntary and regulatory approaches.

Minimum Education Level and Major: Graduate student 1st year – Environmental Communications, Risk Management



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Project Number: DFP15HQWSF01

Duty Location: Falls Church, Virginia

Housing: USFWS Housing Unavailable

Project Description: State Wildlife Grants have been shown to have successfully prevented ESA listing of imperiled species in several cases; in other cases, SWG funds have played a significant role in de-listing or removing a species from the Endangered Species list. The Fellow will explore methods of data collection that would enable partnering economists (WSFR, USFWS, and/or others) to formulate reasonably accurate estimates of the savings produced by these SWG projects. The ultimate goal is to measure to what extent SWG spending results in savings to USFWS, other federal and state agencies, and/or local communities, thus providing WSFR a powerful tool for justifying future SWG appropriations to Congress.

Minimum Education Level and Major: Graduate Student 1st year – Economics, Finance, or Political Science

Desired Skills: Experience working independently to conduct research, and/or interviews. Creative or technical writing background is highly desirable. The Fellow should be familiar with: Analytical methods and creative writing and Environmental economics theory and practice



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Project Number: DFP15HQWSF02

Duty Location: Falls Church, Virginia

Housing: USFWS Housing Unavailable

Project Description: Real property laws vary significantly throughout the United States. The FWS is developing comprehensive guidance for managing real property transactions related to the financial assistance that the FWS provides to landowners for carrying out fish and wildlife conservation projects. The fellow will dig deep into the real property laws of States to determine how each State approaches specific real property issues related to oil and gas leasing, determining commonalities and differences between legal systems, and conducting research to suggest possible approaches that can be applied on a national level. The fellow will use multiple resources, such as computer-based sites and libraries, to find documents and will interact with stakeholders and experts on the multiple levels.

Minimum Education Level and Major: Undergraduate Rising Senior – History or political science with 6 semester hours in classes that pertain to real property, oil and gas law or legal research methods.

Desired Skills: The Fellow must possess knowledge of real property concepts. Completion of pre-law or graduate courses on Oil and Gas law, real vs. personal property law, or other real property courses is preferred.



U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

Project Number: DFP15HQNCT01

Duty Location: Shepherdstown, West Virginia

Housing: USFWS Housing Unavailable

Project Description: The Fellow will analyze existing research to determine the different types of media that are most effective for the Service to communicate with diverse young people between the ages of 18 and 25 about conservation volunteer opportunities, internships, employment, special hiring programs, and professional development/training. The Fellow will conduct an analysis of current research and will conduct focus group qualitative research of FWS employees in this age category and with persons participating in special programs being offered on the NCTC campus during June 2015. The Fellow will complete a written report summarizing these findings that include a description of methodology, analysis, results, and recommendations. The Fellow will present these findings to NCTC, various Service offices, and possibly at a national conference. This project supports Department of Interior and FWS policy of significantly expanding recreational, educational, volunteer, and career opportunities for millions of youth and veterans on the nation's public lands.

Minimum Education Level and Major: Undergraduate Rising Senior– Communications, Journalism

Desired Skills: A working knowledge and experience with research methodology and a working knowledge of different types of social media and its most common uses. Must possess effective writing skills and be able to demonstrate research protocols in compiling the written report. Must have effective oral skills to conduct focus groups and give presentations.



U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

Project Number: DFP15HQLAW01

Duty Location: Glynco, Georgia

Housing: USFWS Housing Unavailable

Key Requirements: Must have a favorable background investigation.

Project Description: The FWS Office of Law Enforcement (OLE), Branch of Training and Inspection provide instruction on variety of wildlife investigative topics at their FLETC facility in Glynco, GA. The Fellow will assist Service officers in developing, updating and organizing training materials from various FWS courses. The Fellow will conduct independent research of wildlife law and investigative principles. Based on that research they will make course recommendations to the OLE staff. This work will involve working with senior Wildlife Inspectors, but also requires contact with FLETC-based Service officers and staff. Illegal wildlife trade is a multibillion-dollar business involving the unlawful harvest of and trade in live animals and plants or parts and products derived from them. In Asia, there is an increased demand for elephant ivory and rhinoceros horn and other wildlife products illegally procured in Africa and elsewhere.

Minimum Education Level and Major: Undergraduate Rising Senior - Economics, Education, Criminal Justice, Public Administration, or International Studies

Desired Skills: Strong writing and computer usage skills at a minimum the ability to operate Microsoft office (e.g. Word and PowerPoint) and Adobe products (e.g. Acrobat, and Captivate). Ability to develop lesson plans and course syllabus using existing material.



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Project Number: DFPHQMIG02

Duty Location: Laurel, Maryland

Housing: Available, \$619.00/month

Project Description: The FWS Migratory Bird Program, in collaboration with scientists at the University of Georgia and the Washington State Department of Fish and Wildlife, are developing a crowdsourcing website to review photographs from sea duck detection studies and to facilitate additional, cost-effective digital imaging bird survey work. In addition to supporting and advancing marine survey methodology, this project will serve to educate the public about sea ducks and other seabirds, and engage citizens in the science used to conserve these species. The Fellow will assist in the development of a pilot website and supporting materials. The Fellow will design an online avian reference guide for crowdsourcing participants, created from a catalog of representative photos and information on aerial identification gleaned from interviews with experienced observers. The Fellow will conduct an assessment of the accuracy and efficiency of photo reviews. The use of photo imagery could transform ability of the FWS to collect bird population and habitat data, with imagery possibly replacing traditional observer methods that require travel by airplane and boat, making survey fieldwork more cost-effective and safer.

Minimum Education Level and Major: Enrolled Graduate Student - Biology, Ecology, Wildlife Science, Computer Science, or Statistics (with BS in same majors)

Desired Skills: Knowledge of avian taxonomy and identification, an understanding of wildlife survey methods, some computer programming ability, and demonstrated competence with statistical analysis, as well as an interest in engaging with both the public and other wildlife scientists. Experience with public outreach and environmental communication would be beneficial.



U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

Project Number: DFPHQNWR01

Duty Location: Fort Collins, Colorado

Housing: Available, no cost.

Project Description: The goal of the Urban Wildlife Conservation Program (UWCP) is to engage urban communities as partners in wildlife conservation. Urban areas present a strategic opportunity to reach new audiences and expand a connected conservation community. The Fellow will identify and document explicit connections between the FWS, UWRP Standards of Excellence and Open Standards for the Practice of Conservation monitoring and evaluation. The Fellow will review and summarize conservation monitoring and evaluation literature related to the Open Standards. They will interview staff and partners of three urban refuges to document and categorize breadth of strategies and programs to engage urban communities. The Fellow will identify and document suggested practices for monitoring and evaluating UWRP Standards of Excellence based on literature review and interviews considering strategies/programs being implemented on three urban refuges (San Diego NWR, Tualatin NWR- Portland, OR and Rocky Mt. Arsenal NWR -Denver, CO). (www.fws.gov/urban)

Minimum Education Level and Major: Graduate Student – 1st Year. Human Dimensions of Natural Resources, Recreation and Tourism, Organizational Psychology, Sociology and Environmental Education

Desired Skills: Social science research skills, such as conducting literature reviews, program evaluation, case studies, focus group and interviews. Experience developing and conducting education programs, training, or social science research related to fish and wildlife conservation and environmental education. Coursework and experience in program evaluation



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Application Checklist for USFWS 2015 DFP

Application packages must be submitted electronically or by fax to the unique point of contact by March 16, 2015, no later than the time specified in the respective Headquarters or Regional Office DFP announcement.		✓
1.	Does your resume include all of the information requested on the DFP announcement?	
2.	Have you redacted all personal privacy information (e.g. SSN, DOB and street number and name of home address, etc.) from your resume and all documents you are submitting?	
3.	Have you prepared a separate application package for each DFP fellowship/announcement for which you would like to be considered and noted how you should apply for each fellowship and/or DFP announcement?	
4.	Have you indicated the DFP Fellowship number at the top of each of your resumes/application packages if you are applying for more than one DFP Fellowship?	
5.	Have you included a copy of your most recent unofficial transcript from your college/university that is legible and includes your college/university name, cumulative GPA, total credits, and degree major, to each of your resumes and/or a transcript for your undergraduate degree (if applicable), or a copy of your acceptance enrollment letter.	
6.	Did you note that successful candidates will be required to submit proof of current enrollment at an accredited academic institution by no later than March 24, 2015?	
7.	Will you be available to complete the 11 consecutive weeks DFP Fellowship during the summer of 2015, which will begin late May or early/mid June?	
8.	Will you meet the student status eligibility for the 2015 DFP Fellowship for which you would like to be considered?	
9.	Did you include the Demographic Information on Applicants Form – OMB No. 3046-0046? The form can be downloaded at: http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf .	



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