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

Alaska -Region 7
7 Fellowship Positions Available
Region 7

The U.S. Fish and Wildlife Service (USFWS) ***Region 7*** *is offering* ***7*** *fellowships opportunities across Alaska****.*** *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 beginning **March 2, 2015** through **March 27, 2015.** A complete application package, resume and unofficial transcript, and optional letters and forms must be received **March 27, 2015**. **Inc**omplete application packages will not receive consideration.

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

1) A resume that includes the following information:

   a. Anticipated graduation date
   b. City, State and Zip Code of where you live.
   c. Contact Information (e.g. mobile, home and/or work numbers)
   d. Email Address
   e. College and/or Universities attended (include city, state and zip code)
   f. List all employment, internships and volunteer jobs you've held over the past 5 years
   g. List any awards, scholarships or special recognition.
   h. 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.

2) 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.

3) Proof of current enrollment at an accredited academic institution must be submitted no later than **March 27, 2015.**

4) Cover letters and letters of recommendations are optional.

INSTRUCTIONS ON HOW TO APPLY:

- All applications must be received by **March 27, 2015**. Applications submitted electronically or by fax must be received by 11:59 p.m. **Alaska time** on **March 27, 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.

- Applications may be submitted electronically to**:** FWR7@fws.gov or faxed to 907-271-4551, ATTN: Directorate Resource Assistant Fellowship Program POC **Annyn Vanderlooven**).

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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.

CONTACT INFORMATION:

If you have questions about the application process, please contact the servicing Human Resources Office Annyn Vanderlooven **at 907-271-2455** and reference the Directorate Fellows Program; if you have questions about the DFP Fellowships, please contact the **DFP Recruiter, Terry Whittaker, at (907) 786-3518.** For a list of all USFWS 2015 DFP announcements, please visit: http://www.fws.gov/humancapital/ or http://www.fws.gov/workforwildlife/dfp.html

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Project Number: DFP15R7EXO01

Duty Location: **Anchorage, Alaska**

Housing: May be available

Minimum Education Level and Major: Undergraduate, Rising Senior graduating between Oct 2015 and Jun 2016 - Information Sciences/Technology, Library Science, Statistics, Accounting, or Business Administration

Desired Skills: Capabilities in spreadsheet programs such as Excel, computer literacy, data entry and analysis, and/or knowledge of database creation or management. Experience conducting document or records research, ability to compile large amounts of data or information, and/or experience with program assessment. This experience may be at the assistant or independent-researcher level. Demonstrated interpersonal communications skills and ability to clearly write. Public speaking for small audiences will be required

Key Requirements: N/A

Project Description: The Fellow will develop a comprehensive database of the accomplishments of the Office of Subsistence Fisheries Resource Monitoring Program with details and components of each research study and project they funded that are the most important for subsistence managers and program administrators (e.g., a breakdown of where funds were spent, which gaps in knowledge have been successfully filled, which data gaps remain, impacts on fisheries management, and the amount of management capacity created with federal partners). The database will be searchable and easily accessible to Service program staff, other agency employees and decision makers working in Subsistence Fisheries Management.

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Project Number: DFP15R7FAC01

Duty Location: Fairbanks, Alaska

Housing: Available

Minimum Education Level and Major: Undergraduate College Rising Senior graduating between Oct 2015 and Jun 2016 - Fisheries and Wildlife Biology, Journalism, Natural Resources Management, or Environmental Studies

Desired Skills: General knowledge of natural resource management and conservation. Skill in oral and written communication with diverse organizations. Knowledge of public outreach and communication tools and techniques to identify audiences and messages. Experience developing film media for educational purposes. Familiarity with various video production equipment and software. Ability to collect and compile data to assist with the development of office communication tools.

Key Requirements: N/A

Project Description: The Fellow will produce a high quality informational video which highlights the collective efforts of the FWS directed at improving the fisheries and habitat within the Chena River, the second largest producer of Chinook salmon in the Alaskan portion of the Yukon River. The Fellow will document current values, beliefs and attitudes the public holds about Chena River Chinook and also document the work of the Service to inform future communication and educational strategies. The Fellow will create an engaging film that will help recruit a diverse seasonal staff and encourage increased stewardship of Chena River resources among viewers at open house meetings and via social media.

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Project Number: DFP15R7NWR01

Duty Location: Soldotna, Alaska

Housing: Available

Minimum Education Level and Major: Graduate Student 1st year/– Natural Resource, Management, Sustainability Science, Social Sciences, or Conservation Biology.

Desired Skills/Experience: Facilitation skills, experience with native groups, and knowledge of participatory scenarios development are not required but would be extremely helpful. A solid understanding of climate change and its effects is also helpful but not required.

Key Requirements: N/A

Project Description: The 6 million-acre Kenai Peninsula is nationally recognized as a case study for rapid climate change, with the local impacts of a warming climate having already played out dramatically over the past 50 years. Kenai NWR is helping to develop a collaborative climate adaptation plan for the entire Kenai Peninsula, but many local community information gaps remain. The DPF Fellow will work to fill those gaps; helping Kenai NWR staff better understand what local groups, communities, organizations, and agencies value, what their concerns are in the face of rapidly changing climate, and how receptive they are to prospective approaches to climate adaptation. Data the Fellow will gather will include: the range of local perceptions about what Kenai NWR should be doing to adapt to climate change; understanding of climate change; expectations of future change; and which natural resource components are most valued. The Fellow will target community groups for direct engagement, will develop and host a series of outreach meetings with these groups, and will report back his or her findings and recommended next steps in developing a peninsula-wide climate adaptation plan in their final report.

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Project Number: DFP15R7BUD01

Duty Location: Anchorage, Alaska

Housing: May be available

Minimum Education and Major: Undergraduate College Rising Senior graduating between Oct 2015 and Jun 2016 - Accounting or Finance

Desired Skills: Have completed at a minimum an Introduction to Auditing course. This could possibly be substituted for experience at a public accounting firm or within an internal audit department of a company

Key Requirements: N/A

Project Description: The Fellow will develop an internal auditing program for the FWS Region 7 Office in Anchorage. The auditing program will include a risk analysis; sampling techniques; testing criteria; monitoring reports; and finding and recommendation templates. The internal audit plan should be created for maximum efficiency and effectiveness, with the objectives of mitigating high risk areas and to give FWS management assurance of the accuracy of the financial information being reported. In order to determine areas of risk and identify potential tests, the Fellow will need to identify and effectively communicate to FWS Region 7 stakeholders within this office and other program offices. The Fellow will also need to communicate with the USFWS Division of Financial Management about past external and A-123 audit findings. The Fellow will be using Departmental matrix and established Financial and Business Management Systems monitoring reports to identify potential areas of risk. At the end of the project, the Fellow will give a presentation to USFWS internal staff, the budget community within the Region, and Budget and Finance Offices in other regions. The Fellow will help train one or two individuals within the Budget and Finance Office to operate this program after they depart.

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Project Number: DFP15R7EXO02

Duty Location: Anchorage, Alaska

Housing: May be available

Minimum Education Level and Major: Graduate Student - Communications, Marketing, Journalism, Social Science

Desired Skills: Skilled in computer and internet development and management, including video and social media. Capability in communications strategizing, interviewing techniques, and good interpersonal communications skills.

Key Requirements: N/A

Project Description: The Fellow will develop an internal communications strategy that will identify the most effective delivery tools used to communicate messages about topics important to Region 7 employees. This project will identify the most effective internal delivery tools so that Region 7 can deploy them in communicating other topics to employees in the future. The Fellow will interview External Affairs staff to learn about the topics and delivery tools currently being used for internal communication. The Fellow will also interview staff representing each of the USFWS programs and diverse office locations to find out topics the staff wants to hear about and what they think the most effective delivery tools are for them.
The Fellow will develop a communications strategy to include measureable communications objectives, messages for selected topics, delivery tools that interviewees identified as effective for them, and a feedback mechanism to measure whether the objectives are met. This plan will be approved by the Assistant Regional Director for External Affairs, with the Fellow making a presentation to the Regional Directorate.

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Project Number: DFP15R7RNWR02

Duty Location: Dillingham, Alaska

Housing: Available

Minimum Education Level/Major: Undergraduate College Rising Senior graduating between Oct 2015 and Jun 2016 - Information Systems or Computer Science.

Desired Skills: Student should have strong computer skills, including some experience with Adobe Photoshop or another photo editing software, and some experience with database or image management software.

Key Requirements: N/A

Project Description: The Fellow will convert the Togiak Refuge's digital image library into a searchable database that is usable for refuge staff utilizing existing refuge computer resources, and is compatible to convert to a web-based system in the future. They will develop a plan for the Refuge's content on the Region 7 Flickr site that reflects Togiak Refuge's resources, work, and potential library content. The Fellow will work with the FWS Regional Office to develop and document procedures to upload the best refuge images to the Regional Flickr site.

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Project Number: DFP15R7RNWR03

Duty Location: Dillingham, Alaska

Housing: Available

Minimum Education Level and Major: Undergraduate College Rising Senior graduating between Oct 2015 and Jun 2016 /Wildlife Biology and Management

Desired Skills: First aid/CPR and some background with GIS preferable.

Key Requirements: N/A

Project Description: The Fellow will conduct a study to determine the timing and abundance of Pacific walrus at Cape Peirce, Cape Newenham, and Hagemeister Island on Togiak NWR. The Fellow will determine the timing and use of known haul-out beaches by Pacific walrus from the photographic record using GIS. They will complete background research and logistical planning for the project. They will help service and maintain remote digital camera systems, and organize and managed all photographic files. The Fellow will research alternative counting methods, replicate GIS photo counts using a new method, and compare the results from both methods to assess the efficacy of the new protocol. Walrus monitoring is an important on-going component of the Refuge's biological program that supports regional FWS population monitoring goals.

Application Checklist for USFWS 2015 DFP		
Application packages must be sent by (DATE), to the unique point of contact in the respective Headquarters or Regional Office listed on each DFP announcement and, if applicable, in the subject line of your submission email.		✓
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.	