



## U.S. Fish & Wildlife Service Region 2

### **STUDENT CAREER EXPERIENCE PROGRAM (SCEP)** **Wildlife Inspector** **GS-1899-2/3/4/5/7/9**

#### **SCEP PROGRAM:**

The Student Career Experience Program (SCEP) was established to recruit students, to support equal employment opportunity objectives, provide exposure to public service, and to promote education. This program includes positions in all occupational groups within the Service.

**SALARY:** GS-03: \$11.95 PH GS-04: \$13.41 PH GS-05 \$15.00 PH GS-07: \$18.59 PH  
GS-09: \$22.74 PH

#### **BASIC QUALIFICATIONS:**

GRADE	LEVEL OF EDUCATION
GS-2	High school diploma or equivalent
GS-3	Completion of 1 academic year of post-high school study
GS-4	Completion of 2 academic years of post-high school study or associate's degree
GS-5	Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree
GS-7	1 year of graduate-level education <i>or</i> superior academic achievement*
GS-9	2 years of progressively higher level graduate education leading to a master's degree <i>or</i> master's or equivalent graduate degree

#### **HOW TO APPLY:**

You must provide the following:

1. Resume
2. Transcripts (copies are acceptable, but originals must be provided if a job is offered)
3. Applicant Questionnaire
4. DD-214 (if prior military service)
5. Certificate of Disability (Must come from a Dr., Rehabilitation Service Center, or other organization that assist people with disabilities. The Certificate should be on letter head and must state the disability is permanent, the type of disability, and state that the applicant has the ability to perform the essential duties of the position), if applicable.
6. DI-1935 Applicant Background Survey (optional)
7. SF-256 Self Identification of Handicap (optional)

Application Packages can be submitted directly to the recruiter at the event or mailed to the following address:

U.S. Fish and Wildlife Service  
Division of Human Resources  
P.O. Box 1306  
Albuquerque, NM 87103

**APPLICATIONS MUST BE RECEIVED BY DECEMBER 1, 2010**

**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 enrollment in a program of 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 complete less than a half-time course load
- A student in good standing with the academic institution and maintain the grade point average (GPA) requirements of the school

**Student trainees in the SCEP must:**

- Meet qualification 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 the student, the 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 or Wage Grade. Positions under the General Schedule 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 financial assistance, which always includes salary and may include tuition assistance; travel and transportation expenses between the school and duty station; and low or no-cost housing
- Work schedules may be part-time, full-time, alternating or concurrent with course work.

**After graduation, students:**

- Must meet qualification standards for the target position
- Are eligible for non-competitive conversion to a career or career conditional appointment within 120 days after meeting graduation requirements conferment and satisfactory completion of SCEP requirements
- May be converted within the Service or to a position in another Federal agency