

News Release

The U.S. Fish and Wildlife Service
South Florida Ecological Services Office
1339 20th Street
Vero Beach, FL 32960

Nov. 21, 2011
For Immediate Release
Contact: Ken Warren (772) 562-3909, ext 323

STUDENT JOBS AVAILABLE AT U.S. FISH & WILDLIFE SERVICE'S OFFICE IN VERO BEACH

Accepting applications for the Student Temporary Employment Program until December 21, 2011

VERO BEACH, Fla. -- The U.S. Fish and Wildlife Service's Vero Beach office is accepting applications for the Student Temporary Employment Program (STEP) until Dec. 21, 2011.

STEP introduces talented students to the advantages and challenges of working for the U.S. Fish and Wildlife Service (FWS). It provides opportunities for students to gain valuable work experience that supports the occupational fields of Fishery and Wildlife Management, Geographic Information Systems (GIS) and administrative support. Duties may include such activities as data entry, GIS, information technology, reviewing proposed land management actions, compiling Freedom of Information Act requests, records management, Endangered Species compliance monitoring, public outreach activities and administrative support.

Pay Scale: Entry level at GS-2 or GS-3 (\$9.59/hour - \$10.45/hour). Pay is based on the duties to be performed and the qualifications of the student.

Time Frames and Location: Part-time and full-time positions are available at the South Florida Ecological Services Office in Vero Beach, Fla., beginning in the summer semester of 2012, with the opportunity for extension for participants who remain enrolled as students.

Eligibility Requirements: Applicants must be U.S. citizens and at least 16 years old. Applicants must be either high school graduates and accepted for enrollment, or currently enrolled, as degree-seeking students at an accredited technical or vocational school, or 2- or 4-year college or university. Students must be taking, or for applicants, planning to take, at least a half-time course load as defined by either their current school or their accepting school.

To apply, you must provide all of the following:

- Submit a cover letter indicating your field of interest, work schedule, and the time frame when you are interested in working for us [e.g., part-time (with the number of hours/week available), full-time during the summer, or a combination of full time in the summer and part-time throughout the academic year.]

- Submit a resumé describing past/present school and work experiences and any letters of reference.
- College students should submit a copy of their most recent official transcript, upcoming school schedule and letter of good standing from their school.
- High school graduates must submit a copy of the acceptance letter for the upcoming school year to attend an accredited technical or vocational school, college or university.
- Veterans wishing to receive preference must indicate eligibility and include a DD-214.
- Submit [Common Form 3046-0046](#)

Mail to: U.S. Fish and Wildlife Service
ATTN: Terri Johnson
1339 20th St.
Vero Beach, FL 32960

or E-mail to:
terri_johnson@fws.gov

Incomplete application packages will not be considered. All required information must be received by mail or e-mail no later than December 21, 2011.

Applications will be referred to the selecting officials based on the student's qualifications. If you are among the most qualified applicants, a local hiring official will contact you to discuss the position and set up an interview. Because a high number of applications are expected, only applicants who are interviewed will be notified. Following interviews, we anticipate the selection process will be completed by February 29, 2012. Selected applicants will be contacted by the FWS's Regional Office in Atlanta by June 1, 2012.

Our mission is mission is working with others to conserve, protect, and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people. The U.S. Fish & Wildlife Service is an Equal Opportunity Employer.

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