

Interdisciplinary - Student Trainee

DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers

Great Lakes and Ohio River Division

Summary

About the Position: This announcement covers a variety of Student Trainee positions under the Direct Hire Authority for Post-Secondary Students.

This is an Open Continuous Job Announcement with a closing date of December 31, 2024.

Applicants must reapply every 90 days to remain eligible for consideration. Resumes will be pulled as vacancies occur within each district.

Clarification from the agency

Who May Apply: To be eligible for consideration you must meet the definition of Post-Secondary Student, which is: a person who, (1) is currently enrolled in, and in good academic standing at, a full-time program at an institution of higher education; and (2) is making satisfactory progress towards receipt of a baccalaureate or graduate degree; and (3) has completed at least one year of the program.

Duties

- Post-secondary student positions are provided opportunities for development and training. Assignments become more responsible as incumbent increases knowledge and skills through work experience and academic training.
- Assignments at this level are designed to orient, train, and increase the incumbent's knowledge in the engineering sciences, to problems concerned with testing a wide variety of systems and equipment.
- Performs a variety of assignments selected to broaden skills and provide practical experience to prepare for progressively more complex assignments.
- Full performance duties typically involve creating, exploring, evaluating, designing, and sharing solutions and the validity of their predicted performance to resolve problems, conditions, and issues.

Requirements

Conditions of Employment

- A one year trial or probationary period may be required in accordance with agency policy.
- A post-secondary student appointment expires 120 days after completion of the designated academic course of study, unless the student is selected for noncompetitive conversion.
- Post-secondary students being converted to positions covered under Administrative Careers with America (ACWA) must be assessed prior to non-competitive conversion.
- Post-secondary students will initially be appointed to a term appointment in the competitive service for an initial period expected to last at least 13 months but may be extended up to a total of 4 years.
- Some positions may require one or more of the following: valid driver's and/or boat license, drug testing, pre-employment physical, and/or wearing of personal protective equipment (I.e., uniform, hard hat, goggles, masks, gloves, etc.).
- Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.
- Selections may be made at the GS-03, GS-04, GS-05, or GS-07 grade level and salary will be set based on the grade level and duty location at the time of selection.

Qualifications

Vacancies may not exist in every series at this time or at all sites.

In order to qualify, **you must meet the education and/or experience requirements** described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social).

You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant education and experience.

Additional information about transcripts is [in this document](#).

To qualify at the GS-03 grade level, applicants must have completed one full academic year of post-high school study relevant to the position/series.

To qualify at the GS-04 grade level, applicants must have completed two full academic years of post-high school study or have an associate's degree relevant to the position/series.

To qualify at the GS-05 grade level, applicants must have completed the following:

As a Community Planning (0099) student trainee:

A). A bachelor's degree (or higher) in community planning; or related field such as urban affairs, architecture, landscape architecture, engineering, sociology, geography, economics, political science, or public administration that included at least 12 semester hours in the planning process, socioeconomic and physical elements of planning, urban and regional economic analysis, and development finance; **OR**

B). A combination of education and experience which includes courses equivalent to a major in one of the above disciplines, or a combination of related courses totaling at least 24 semester hours in any combination of the above disciplines of which at least 12 semester hours were in the planning process, and socioeconomic and physical elements of planning, plus appropriate experience or additional education.

As a Geography (0199) student trainee:

A). A bachelor's degree (or higher) in geography; or related physical or social science such as geology, meteorology, economics, statistics, sociology, anthropology, political science, history, cartography, computer science, urban studies, or planning that included at least 24 semester hours in geography or related fields; **OR**

B). A combination of education and experience which includes courses equivalent to a major in geography, or a related field that included at least 24 semester hours in geography or related fields, as shown in A above, plus appropriate experience or additional education.

As a Biology (0499) student trainee:

A). A bachelor's degree (or higher) in biological science, agriculture, natural resource management, chemistry, or related discipline appropriate to the position; **OR**

B). A combination of education and experience which includes course equivalent to a major shown in A above, plus appropriate experience or additional education.

As an Accountant (0599) student trainee:

A. A bachelor's degree (or higher degree) in accounting, or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

B. A combination of education and experience which includes at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. A background which also includes one of the following: (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; **OR** (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; **OR** (3) Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; **AND** (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion

of the 4-year course of study described in paragraph A; AND (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

As an Engineering (0899) student trainee:

A). Applicants must meet the [Individual Occupational Requirements](#) for all Professional Engineering positions, to be fully qualified at the GS-05 grade level.

As a Geology (1399) student trainee:

A). A bachelor's degree (or higher) in geology, plus 20 additional semester hours in any combination of mathematics, physics, chemistry, biological science, structural, chemical, civil, mining or petroleum engineering, computer science, planetary geology, comparative planetology, geophysics, meteorology, hydrology, oceanography, physical geography, marine geology, and cartography; **OR**

B). A combination of education and experience which includes course equivalent to a major shown in A above, plus appropriate experience or additional education.

As a Mathematics/Statistics (1599) student trainee:

A). A bachelor's degree (or higher) in Mathematics, statistics, or actuarial science. The degree must be in a major field of study (at least at the baccalaureate level) that is appropriate for the position; **OR**

B). Combination of education and experience: Courses equivalent to a major field of study as shown in paragraph A above, plus additional education or appropriate experience.

To qualify at the GS-07 grade level, applicants must have completed the following:

As a Community Planning (0099) student trainee:

A). One year of specialized experience equivalent to the GS-05 grade level in the federal service which includes assisting in the development and analysis of general planning formulation and evaluation processes (i.e., urban and regional study/report preparation, or environmental legislation); assisting with the preparation of formal community meetings with internal/external customers (i.e., Congressional, Federal, State, local agencies, and elected officials); **OR**

B). One full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as urban affairs, architecture, landscape architecture, engineering, sociology, geography, economics, political science, or public administration.

As a Geography (0199) student trainee:

A). One year of specialized experience equivalent to the GS-05 grade level in the federal service which includes reviewing permit applications under established federal regulations such as land management regulations, the Clean Water Act, or state land use/resources programs to ensure completeness and clarity of proposed work description; participating in field investigations to collect data on aquatic resources or fish/wildlife habitat; and preparing reports utilizing/synthesizing data; **OR**

B). One full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as geography.

NOTE: Qualification Requirements continue under the "Education" section.

Education

NOTE: Continued Qualification Requirements:

To qualify at the GS-07 grade level, applicants must have completed the following:

As a Biology (0499) student trainee:

A). One year of specialized experience equivalent to the GS-05 grade level in the federal service which includes applying biological practices, principles and techniques sufficient to assist in the recommendations of planning and implementing environmental, recreational and natural resource management activities; **OR**

B). One full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as biological science, agriculture, natural resource management, chemistry, or a related discipline/academic program.

As an Accountant (0599) student trainee:

A. I have a bachelor's degree (or higher degree) in accounting/auditing, or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

B. I have a combination of education and experience which includes at least 4 years of experience in accounting/auditing, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. My background also includes one of the following: (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; **OR** (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; **OR** (3) Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; **AND** (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; **AND** (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

As an Engineering (0899) student trainee:

A). One year of specialized experience equivalent to the GS-05 grade level in the federal service which includes searching technical reports to obtain information relating to projects; applying basic formulas to routine calculations; **OR**

B). One full academic year of graduate level education in a field which demonstrates the

knowledge, skills, and abilities necessary to do the work of the position, such as engineering. (Note: You must attach a copy of your transcripts.).

As a Geology (1399) student trainee:

A). One year of specialist experience equivalent to the GS-05 grade level in the federal service which includes compiling basic geological data (i.e., stratigraphic columns, fence diagrams, cross-sections, rose diagrams, structural contours and building GIS models) to contribute to reports on scientific data, conditions, and problems; **OR**

B). One full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as geology, physical science. (Note: You must attach a copy of your transcripts.).

As a Mathematics/Statistics (1599) student trainee:

A). One year of specialist experience equivalent to the GS-05 grade level in the federal service which includes using statistical methods and analysis software to assist with researching, implementing, or planning surveys and developing reports; **OR**

B). One full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as mathematics, statistics, or actuarial science. (Note: You must attach a copy of your transcripts.).

Applicants may also qualify at the GS-07 grade level if they meet one of the following:

C). [Superior Academic Achievement](#) as defined in the group qualifications for Professional & Scientific positions; **OR**

D). Specialized experience as described in A, but less than one year; and have some graduate level education as described in B, but less than the required one year. Compute the percentage of the requirements that is meet, and the total must be 100%. (To compute the percentage, divide your total months of qualifying experience by 12. Then, divide your semester hours of graduate education by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.)

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Additional information

- Post-secondary students being considered for initial appointments to positions leading to target positions with positive education requirements should be enrolled in directly-related degree programs in order to meet the OPM qualification requirements for the target position upon completion of their academic program.
- Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.

- You will be required to provide proof of U.S. Citizenship.
- Direct deposit of pay is required.
- A Post-Secondary Student Participant Agreement is required for post-secondary students.
- This is a Career Program (CP) 18 - Engineers and Scientists (Resources and Construction) position.
- Multiple positions may be filled from this announcement.
- Salary includes applicable locality pay.
- When you perform a Civilian Permanent Change of Station (PCS) with the government, the Internal Revenue Service (IRS) considers the majority of your entitlements to be taxable. Visit <https://www.dfas.mil/civilianemployees/civrelo/Civilian-Moving-Expenses-Tax-Deduction/> for more information.
- Permanent Change of Station (PCS) allowances may be authorized, subject to the provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government Interest.
- Post-secondary students will initially be appointed to a term appointment in the competitive service for a period expected to last more than 1 year not to exceed 4 years; they may be non-competitively converted to a career or career-conditional appointment within 120 days of successfully completing the qualifying academic program.
- May be selected at the GS-03, GS-04, GS-05, or GS-07 grade level with non-competitive promotion potential to target grade. Non-competitive promotion potential to the target grade is based on time-in-grade requirements and demonstrated ability to perform the higher graded duties.
- Recruitment and/or relocation incentives may be authorized, based on the needs of the organization.

- Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the announcement has closed, a review of [your application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine whether you meet the qualification requirements listed on this announcement. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be

required to provide supporting documentation.

Veterans and Military Spouses will be considered along with all other candidates.

Required Documents

The documents you are required to submit vary based on whether or not you are eligible for preference in federal employment. A complete description of preference categories and the associated required documents is in the [Applicant Checklist for Public Announcements](#)

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

1. Your resume:

- Your resume may be submitted in any format and must support the specialized experience described in this announcement.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.
- For additional information see: [What to include in your resume](#).

2. Other supporting documents:

- Cover Letter, optional
- Most recent Performance Appraisal, if applicable
- You must submit a copy of your transcript to determine eligibility under this hiring authority. Further, if you claim qualifications based on education and do not submit a supporting transcript, your education will not be used in making a qualification determination and you may be found not qualified. See: [Transcripts and Licenses](#)

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.

The complete application package must be submitted by 11:59 PM (EST) on 12/31/2024 to receive consideration.

- To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application (<https://apply.usastaffing.gov/ViewQuestionnaire/12333057>).
- Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
- It is your responsibility to verify that your application package (resume, supporting documents, and responses to the questionnaire) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan.
- Additional information on how to complete the online application process and submit your online application may be found on the [USA Staffing Applicant Resource Center](#).

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated.

For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency contact information

Army Applicant Help Desk

Website

https://portal.chra.army.mil/hr_public?id=app_inq

Address

RE-W072AA USAED-GREAT LAKES AND OHIO RIVER
DO NOT MAIL
Cincinnati, OH 45201
US

[Learn more about this agency](#)

Next steps

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "incomplete application" and you will not receive further consideration for this job.