

**STUDENT EDUCATIONAL EMPLOYMENT
PROGRAM**

STEP

***STUDENT TEMPORARY EMPLOYMENT
PROGRAM***

Natick Civilian Personnel Advisory Center
Revised February 2008

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

General Overview

The U.S. Army Soldier Systems Center is accepting applications from students at least 16 years of age (at the time of appointment) who wish to work full-time or part-time while attending school. Positions are temporary and appointments may be extended on a yearly basis (funds permitting) until the student completes the requirements for a degree, diploma, or certificate. Applications are accepted on an on-going basis and will be maintained in our STEP files until purged--one year from the month in which it was received.

There is no guarantee that there will be openings for all students applying. If you are interested in remaining in consideration for future positions that become available, you must submit a new application package with updated information.

NOTE: Once a student appointed under the STEP has completed the requirements for his/her degree/diploma/certificate (as appropriate), he/she is **NO LONGER** a student, and must be separated, even if the not to exceed (NTE) date on their current appointment has not been reached. The reason for the separation is that they are no longer “students” and therefore no longer meet the basic eligibility for the program.

Program Goals

To provide employment for students in the local area while attending school and to assist with clerical/administrative/research functions in the agency.

Eligibility Requirements

To apply for the student temporary employment program, candidates must:

- Be at least 16 years of age at the time of appointment,
- Be **currently** enrolled on at least a half-time basis (determined by the particular school or university) in
 - an accredited high school, technical, or vocational school **or**
 - a 2 or 4 year college, university or graduate or professional school
- Be enrolled in an academic, vocational, or technical program leading to a degree, diploma or certificate.
- Must be a U.S. Citizen

Types of Positions and Qualifications Required

Generally, students will be hired to perform clerical duties (such as typing/data entry, filing, photocopying, and answering telephones), or occasionally, some positions may be filled which involve assisting staff by conducting research. Grade/Salary is determined based on work experience and/or education completed.

To qualify at the GS-01, GS-02, GS-03, or GS-04 grade level, candidates must possess the following:

- GS-01 positions - Be in high school
- GS-02 positions - Have completed high school or have 3 months of general clerical work experience
- GS-03 positions - Have 1 year of education above high school or 6 months of general clerical experience
- GS-04 positions - Have 2 years of education above high school or 1 year of general clerical experience

Occasionally, research positions at the GS-05, GS-07, or GS-09 grade level are available. To qualify candidates must possess the following:

- GS-05 positions - Have completed a 4 year course of study leading to a Bachelor's degree, or 3 years of progressively responsible work experience
- GS-07 positions - Have 1 year of graduate study, or 1 year of specialized work experience equivalent to the GS-5 grade level
- GS-09 positions - Have 2 years of graduate study or a master's or equivalent degree, or 1 year of specialized work experience equivalent to the GS-7 grade level

Course work must have involved major study in finance, accounting, investments, economics, business administration, or other related fields.

****One year of full-time academic study is defined as 30 semester hours of 45 quarter hours.**

In addition to clerical and research positions, there may also be some Laborer positions. These positions will be evaluated using the *Federal Wage System Job Grading Standards*. Under this system, emphasis is placed on how much ability or potential applicants have for the job to be filled rather than how long the applicants have performed in a line of work. Most Laborer positions under the STEP will be WG-01 or WG-02.

Location of Positions

US Army Soldier Systems Center
15 Kansas Street
Natick, Massachusetts

How To Apply

Interested applicants must submit a package consisting of the documents below. *Incomplete applications may **NOT** be considered.* Due to the volume of applications received, candidates who fail to submit the required information will **NOT** be contacted to obtain the missing information.

- Optional Form 612, Application for Federal Employment (OF 612), **Federal Resume (see note)**, or other written format. Include in your application the office location you would like to work in (if known).

NOTE: If your resume or other written format does not provide all the information requested on the OF 612, you may lose consideration for appointment. Limit the resume to 3 to 5 pages. **An example of the Federal resume is attached.**

- **Proof of enrollment in an academic, vocational, or technical school;** specifically,
 - High school student – most recent grade report or transcript
 - High school graduate – acceptance letter to college/university and high school transcript/equivalent showing receipt of high school diploma/equivalent
 - College student – current transcript(s)
 - Recent college graduate – acceptance letter to graduate school and under-graduate transcript showing degree awarded
 - Graduate student – current and under-graduate transcript(s)
- Personal Information Sheet
- Statement of Student Appointment Eligibility
- Self-Certification of typing proficiency (**it is required for office automation positions and recommended for all other positions**)

Where To Send Applications

US Army Soldier Systems Center
 Attn: PECP-NER-E (H. Morency)
 15 Kansas Street
 Natick, MA 01760-5013

Federal Employee Health Benefits (FEHB)

Temporary student employees, typically working part-time during the school year and full-time during summers and vacations, become eligible to participate after completing one year on the employment rolls, provided you pay the full premium cost and are a **United States citizen**. For more information, visit this web site: <http://www.opm.gov/insure/handbook/fehb00.asp>.

Equal Employment Opportunity

All candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, national origin, marital status, or disability.

We look forward to hearing from you in the near future. Please direct any questions to Holly Morency, Student Programs Coordinator, at (508) 233-5152 or e-mail holly.morency@us.army.mil.

PERSONAL INFORMATION SHEET

Complete and return this form along with your application/resume.

Name: _____
Last, First, Middle Initial

SSN _____ Date of Birth: _____
(MM/DD/YYYY)

Complete the following statement by placing an "x" in front of one of the statements below.

I AM AVAILABLE FOR:

- ___ Part-Time during the school year and summer
- ___ Part-Time during the school year
- ___ Part-Time during the summer
- ___ Part-Time during the school year and full-time during the summer
- ___ Full-Time during the summer
- ___ Full-Time during the school year (Students under Co-Op Programs)
- ___ Other (specify): _____

Days and hours of availability are:

| | | | | | | | |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| Day: | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| From: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| To: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Are you related to a current Soldier Systems Center employee? Yes ___ No ___

If yes, who is the employee to whom you are related? _____
(First and Last Name)

Signature Date

STATEMENT FOR STUDENT APPOINTMENT ELIGIBILITY

This is to certify that I, _____, am presently
(First Name, Middle Initial, Last Name)
a _____ at the _____,
(Fresh, Soph, Jr., Sr.) (Name of School)
majoring in _____.
(Field of Study)

COLLEGE STUDENTS:

I have successfully completed _____ semester hours (or _____ quarter hours) of study.

ALL STUDENTS: I am presently/or will be enrolled in the following courses:

| Courses | # of Sem Hrs | or # of Qtr Hrs |
|---------|--------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I am presently/or will be enrolled at least half-time: Yes _____ No _____

I am presently pursuing the following diploma/degree (please circle one):

HS Diploma VoTech Certificate Associates BA Degree BS Degree Grad

My grade point average (GPA) is: _____

A copy of my current transcript is attached: Yes _____ No _____

My next term of enrollment will be _____ at _____
(MM/YYYY) (Name of School)

_____ and I anticipate graduating _____.
(MM/YYYY)

Signature Date

SELF-CERTIFICATION OF TYPING PROFICIENCY

I, _____ certify I can type at least 40 words per
(First, MI, Last Name)
minute based on a 5-minute sample with three or fewer errors.

Signature

Date

SUBMIT

THE OPTIONAL FORM 612 (OF 612)

OR

THE FEDERAL RESUME

DO NOT SUBMIT BOTH

Federal Resume Overview

The **Federal Resume** should be developed in the “Chronological” resume format. The “Functional” resume will not work for a Federal resume. The **Federal Resume** must include additional information that is not typically requested in the private sector and if you do not supply this information, your application could be rejected. Required information is as follows:

Personal Information: Name (First, Middle, Last); mailing address, including city, state, and zip code; daytime and evening phone numbers; e-mail address; social security number; country of citizenship; veterans preference (not available for student positions), and highest Federal civilian grade held (only for students with prior Federal civilian service).

Vacancy Information: Vacancy announcement number (student positions do not have an announcement number), job title, and grade(s) applying for.

Work Experience: Job title; from and to date; salary; hours per week; employer’s address; supervisor’s name and phone number (include if supervisor may be contacted), and description of duties and accomplishments.

Education: Colleges and/or universities attended (include the school’s name, city, state, zip code, total credits earned, and major); type of degree received; year degree received, and grade point average (list school currently attending first). Last High School/GED school (include the school’s name, city, state, zip code) and year diploma or GED received.

Other Qualifications: List job-related training courses (title and year); job-related skills; and job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, etc.).

The purpose of the resume in the private sector is to get an interview and is more general in nature. In the Federal government, the purpose of the resume is to “show” your qualifications so that you can be “certified” by the Human Resources office, by meeting eligibility requirements. This means that your resume needs to include more specifics and similar language because the Human Resources Specialist is looking to see if you have the “**specialized**” or **directly related experience** requirements of the position for which you are applying. A format is attached to help you with your **Federal Resume**.

**THIS IS FOR FORMAT PURPOSES ONLY
PRINT RESUME SINGLE-SIDED**

John Jay Doe or John J. Doe

(ensure you include your full middle name or middle initial)

1607 Main Street #411

Springfield, MA 01103-1277

Daytime (413) 253-8251 Evening (413) 734-5457

E-mail: jjdoe@yahoo.com

Social Security Number: 000-00-0000
Country of Citizenship: United States or USA
**Highest Federal
Civilian Grade Held:** 0203(series)-05(grade), 06/2003 – 08/2005 *(to and from dates)*
*(Use this Heading **ONLY** if applicable)*

VACANCY INFORMATION

Job Title: Student Educational Employment Program (STEP)

Grade(s) Applying for: GS-02/03 *(refer to “Types of Positions and Qualifications
Required” paragraph)*

WORK EXPERIENCE

Human Resources Assistant (OA), GS-0203-05

U.S. Department of the Interior

U.S. Fish and Wildlife Service

300 Westgate Center Drive, Hadley, MA 01035

Supervisor: Paul Doe, Phone: 111-111-1111

May be contacted

Dates Employed: 06/2003-Present

Salary: \$25,697 per year

Hours per week: 40

Describe your duties and accomplishments. Provide enough information to describe what the job entailed. For example, these are duties of a Human Resources Specialist:

Determines approaches and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to independently advise customers and complete technical actions. Informs the supervisor of current trends, problems, and solutions. Serves as a Senior Personnel Management Specialist for assigned organizations, providing difficult management advisory services for highly complex and unstable organizations involving a wide variety of position and personnel actions which are often sensitive and extremely difficult in nature. Independently resolves difficult issues/problems requiring consideration of the total personnel management program, applying a comprehensive knowledge of position classification, management-employee relations, labor relations, recruitment and placement, and human resource development to advise and assist management in accomplishing their personnel management responsibilities.

Example for a Babysitter:

Cook, clean, and take care of the children. Demonstrate love and understanding of children. Maintain a clear understanding of the job, including things such as time of arrival, length of assignment, expected duties, rate of pay, safe conduct home, privileges, etc. Maintain good physical health, and mentally and emotionally sound. Maintain cleanliness and suitably groomed. Adapt to the differences in clients and their households. Write out message or questions you needed to give to parents. Display good manners and respect the privacy of client and their households. Safety conscious.

Example for a Customer Service Representative:

Take customer calls and answer questions regarding their account status and available services. Process customer telephone payments. Assist customers with service related problems, applying company trouble-shooting procedures or referring them to the escalation desk for additional assistance. Provide customers with available options, assist with understanding those options, and selling; upgrading; sidegrading, or downgrade services, as necessary. Initiate work orders or trouble-call tickets, as necessary. Provide assistance to other Customer Service Representatives, as necessary. Maintains awareness of security, safety, and health regulations and practices.

Example for a Sales Floor Associate:

Provide customers and other Associates with friendly, quick, efficient, accurate, and safe assistance. Ensure a safe and clean environment, following loss prevention, risk control, and quality assurance procedures. Verify proper product rotation, immediately removing damaged and distressed merchandise. Operate handheld/SMART terminal, designated pricing and powered equipment, and use other assigned tools. Verify price differences and missing item information between the register and sales floor. Assist customers with locating merchandise on the sales floor and taking special order requests. Accurately and efficiently process returns, stock, label, price, sign, zone, clean, and organize merchandise in accordance with guidelines. Communicate as necessary with hourly supervisors and salaried management. Maintains awareness of security, safety, and health regulations and practices.

EDUCATION (*List the schools with the most current first—high school information is required*)

Park University, Parkville, MO 73222
Management, Computer Information Systems
76 Semester hours (Estimated to be completed in 2008)

Community College of the Air Force, Maxwell AFB, AL 36112
Information Systems Technology
Associate in Applied Science, 2000
Personnel Administration
Associate in Applied Science, 1997

Lucy Craft Laney Comprehensive High School, Augusta, GA 30901/1981

OTHER QUALIFICATIONS

Training Courses (*give year and title--for school courses, list only those courses related to the job and give the year completed, course number and title, name of school, and number of hours and type*)

- Annually Dealing with Conflict and Difficult Workplace Behavior
- 2006 Federal Personnel/Payroll System Training
- 2000 PSY101 Into to Psychology, Park University, 3 sem hrs

Skills (*other languages, computer software/hardware, tools, machinery, typing speed, etc.*)

- Computer – Expert in the use of spreadsheet, database, word processing, e-mail, and graphic and presentation applications in a stand-alone or network environment. Advanced skills in trouble-shooting problems and configuring personal computers, scanners, printers, and other peripherals. HRIS: Oracle HR, FPPS, and CARES. Operating Systems: Windows 95, 98, 2000, NT, and XP.
- General – Independent, energetic, patient, tactful, innovative, resourceful, organized, flexible, and versatile. Poised and competent with demonstrated ability to transcend cultural differences. Proven ability to diffuse highly charged situations. Reputation for dedicated teamwork, high-energy work ethic, and commitment to customer service. Accustomed to handling sensitive, confidential records and information. Detail-oriented and able to balance completing priorities (multi-tasking). Excellent communicator, with polished telephone, interpersonal, and writing skills. Ability to interpret complex personnel regulations, manuals, guidelines, and standards. Strong project management, training, and people skills.
- Other Languages – French, fluent (speaking and writing); Spanish, conversational; German, conversational.
- Typing – 50 wpm.

Certificates and Licenses (*current only*)

Indefinite - Automated Functional Applications Analyst/Monitor (V3S071), US Air Force

Indefinite - Network Systems Administrator (N3S072), US Air Force

(Job-Related Honors, Awards, and Special Accomplishments - publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards)

Publications

Doe, John. 2006. *New Employee Orientation: The New Employee Orientation Process*. Pages 18 – 26. The U.S. Fish and Wildlife Service, Northeast Region.

Doe, John. 2005. *Men as Fathers*. New York: New York Times.

Memberships

Member, National Youth Sports Coaches Association

Umpire, American Softball Association

Honors

Dean's List, Park University; Spring 2003

Francis S. Stankard Scholarship, College of the Holy Cross; 2001 - 2002

Society of Distinguished American High School Students, Lucy C. Laney High School

Leadership Activities

- Coach, Youth Baseball, Basketball, and Soccer; 2002 – Present
- Chairperson, Students Against Destructive Decisions (SADD); 2005 – 2006
- Troop Leader, Troop 243, Boy Scouts of America; 2001 - 2005
- Team Leader, Marketplace of Ideas for Kids; 2002

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“New Employee Orientation.” Presented at the 3rd Annual U.S. Fish and Wildlife Service, Northeast Region, Administrative Workshop, Shepherdstown, WV, March 2006.

“Life of a Wildlife Biologist.” Presented to the 3rd grade class of Robinson Park Elementary School, Agawam, MA, March 2005.

“Innovation.” Presented at the 4th Annual Market Place of Ideas for Kids, Grand Forks, ND, April 2003.

Awards

- 04-2007; J.P. Morgan Academic Scholarship
- 05-2006; Air Force Achievement Medal for Outstanding Achievement
- 08-2005; Innovator Award, Marketplace of Ideas for Kids
- 04-2005; Random Act of Kindness Award, City of Natick

Special Accomplishments

- 2004 - 2006; Team Member, Holy Cross Men's Varsity Soccer
- 09-2004; Finalist, Federal Executive Association of Western Massachusetts Award for Creativity and Innovation

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Supervisor: Paul Doe, Phone: 111-111-1111

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Example for an Administrative Clerk:

Receives close supervision from supervisor or other designated employee consisting of an explanation of the clerical steps and the sequence of specific instruction from manuals or similar guidance. Advice and assistance is available for all aspects of work. Work is reviewed for accuracy, neatness, and compliance with procedures and instructions. Familiar with standard clerical procedures, such as routing mail, retrieving material from individuals or other offices, and operating photo copying machines - assembling and collecting material. Arranges and files items. Answers the telephone and takes messages or refers calls to others. Tabulates or posts data form source documents to records. Proofreads data or check for typographical errors.

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- Chairperson, Students Against Destructive Decisions (SADD); 2005 – 2006
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Presentations

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"Life of a Wildlife Biologist." Presented to the 3rd grade class of Robinson Park Elementary School, Agawam, MA, March 2005.

"Innovation." Presented at the 4th Annual Market Place of Ideas for Kids, Grand Forks, ND, April 2003.

Awards

- 04-2007; J.P. Morgan Academic Scholarship
- 05-2006; Air Force Achievement Medal for Outstanding Achievement
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- 04-2005; Random Act of Kindness Award, City of Natick

Special Accomplishments

- 2004 - 2006; Team Member, Holy Cross Men's Varsity Soccer
- 09-2004; Finalist, Federal Executive Association of Western Massachusetts Award for Creativity and Innovation

PERSONAL INFORMATION SHEET

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(Last, First, Middle Initial)

SSN _____

Date of Birth: _____

(MM/DD/YY)

Complete the following statement by placing an "x" in front of one of the statements below.

I AM AVAILABLE FOR:

____ Part-Time during the school year and summer

____ Part-Time during the school year

____ Part-Time during the summer

____ Part-Time during the school year and full-time during the summer

____ Full-Time during the summer

____ Full-Time during the school year (Students under Co-Op Programs)

____ Other (specify): _____

Days and hours of availability are:

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

From: _____

To: _____

Are you related to a current Soldier Systems Center employee? Yes _____ No _____

If yes, who is the employee to whom you are related? _____

(Signature)

(Date)

STATEMENT FOR STUDENT APPOINTMENT ELIGIBILITY

This is to certify that I, _____, am presently
(First Name, Middle Initial, Last Name)
a _____ at the _____,
(Fresh, Soph, Jr., Sr.) (Name of School)
majoring in _____.
(Field of Study)

COLLEGE STUDENTS:

I have successfully completed _____ semester hours (or _____ quarter hours) of study.

ALL STUDENTS: I am presently/or will be enrolled in the following courses:

| Courses | # of Sem Hrs | or # of Qtr Hrs |
|---------|--------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I am presently/or will be enrolled at least half-time: Yes _____ No _____

I am presently pursuing the following diploma/degree (please circle one):

HS Diploma VoTech Certificate BA Degree BS Degree Grad

My grade point average (GPA) is: _____

A copy of my current transcript is attached: Yes _____ No _____

My next term of enrollment will be _____ at _____
(MM/YYYY) (Name of School)

_____ and I anticipate graduating _____.
(MM/YYYY)

(Signature) (Date)