

**EXTERNAL RECRUITING BULLETIN
CIVILIAN PERSONNEL FLIGHT
MAXWELL AFB AL**

POSITION TITLE/SERIES/GRADE: Student Trainee (Contracting), GS-1199-03, 04 or 05

VACANCY ANNOUNCEMENT NUMBER: JD-09-SCEP-CONS

SALARY:

HOURLY RATE: (GS-03) \$11.74

HOURLY RATE: (GS-04) \$13.18

HOURLY RATE: (GS-05) \$14.74

OPENING DATE: 27 March 2009

CLOSING DATE: 10 April 2009

DUTY LOCATION: MAXWELL AFB AL (Montgomery, AL)

PART-TIME or FULL-TIME EMPLOYMENT

THIS POSITION WILL BE FILLED UNDER THE STUDENT CAREER EMPLOYMENT PROGRAM (SCEP).
IF ELIGIBLE, THE PERSON SELECTED FOR THIS POSITION MAY BE EXTENDED AND/OR CONVERTED TO A
PERMANENT APPOINTMENT WITHOUT FURTHER COMPETITION.

THIS REGISTER IS GOOD FOR 90 DAYS TO FILL APPROPRIATE VACANCIES AS THEY OCCUR

WHO MAY APPLY: This position is open to persons who are enrolled in a baccalaureate or graduate degree program. The student MUST be taking at least a half-time academic course load.

ELIGIBILITY AND CONDITIONS OF EMPLOYMENT: To be eligible for SCEP employment consideration, an applicant must be at least a Sophomore, Junior, Senior or Graduate degree-seeking student in a college or university. Undergraduate students must have at least an overall 2.0 grade point average (GPA) or better and graduate students must have an overall 3.0 GPA or better (on a 4-point scale) to receive employment consideration. Once employed, a student employee must certify his/her continued eligibility at the beginning of each academic semester by providing the Supervisor and the Human Resources Office (HRO) a copy of his/her course registration schedule and a copy of the final grade report for the end of each academic period. While student employees may work up to 40 hours per week, the actual number of work hours will be allotted around the student's availability so as not to interfere with his/her academic schedule. Academic enrollment during summer semester is not mandatory. Permanent employment consideration may occur after graduation wherein the student trainee will have completed requirements for obtaining a degree which MUST be supplemented with at least 24 semester hours of business courses. The agency has 120 days after the graduation to offer permanent employment to the trainee. If no employment opportunities are available, the trainee will be terminated.

QUALIFICATIONS:

GS-03: Completion of one (1) academic year above high school study.

GS-04: Completion of two (2) academic years above high school study or an associate's degree.

GS-05: Completion of four (4) academic years above high school study leading to a bachelor's degree or completion of four (4) academic years of pre-professional study.

HOW TO APPLY: Submit an Optional Form (OF) 612 (Optional Application for Federal Employment), or resume accompanied with the Optional Form (OF) 306 (Declaration of Federal Employment) and **transcript** to

your college/university Career Services Office. **DO NOT** submit any application documents directly to the agency. All application forms must be submitted through the college/university's Career Services Office. Please indicate the vacancy announcement number on your application documents (OF 612, resume, etc).

MAJOR DUTIES:

Student Trainee (Contracting) GS-1199-03, 04 or 05 - Performs selected tasks and phases of routine studies and projects that require application of basic occupational field theory and principles in the technical area of contracting. Participates with senior personnel in conducting non-routine projects; studies Air Force requirements for the projects. Performs procurement tasks usually consisting of specific related tasks that are selected to orient the employee in the practical application of contracting methods, contract types, the Federal Acquisition Regulations, etc. Engages in the prescribed plan of formal/informal classroom training, on-the-job training, or developmental work experience and self-development as set forth in a training plan. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs) REQUIREMENTS:

1. Ability to understand basic occupational theory, principles, concepts, and practices in the technical area of Contracting.
2. Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters; reports; spreadsheets; databases and graphs.
3. Ability to apply basic occupational theory, principles, concepts, and practices sufficient to perform student trainee assignments
4. Ability to follow instructions and guidance to complete assigned tasks and communicate information to others in oral or written format.
5. Ability to analyze problems, identify significant factors, gather and interpret pertinent data, and apply established rules and procedures in order to recommend effective solutions.
6. Ability to learn and apply basic investigative techniques to accomplish work in the subject-matter field.

OTHER INFORMATION: This agency provides reasonable accommodations to applicants with disabilities. Any applicants requiring reasonable accommodation for any part of the application and hiring process should notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

BASIS OF RATING: Applicants will be rated on an evaluation of the quality and extent of experience, education and training as described in their resume to the knowledge, skills and abilities (KSAs) listed in this announcement.

DIRECT DEPOSIT: All federal employees are required by Public Law 104-134 to have federal payments made by Direct Deposit.

OTHER SIGNIFICANT FACTS:

1. Verification from school/university confirming current enrollment is required.
2. Only those applicants rated qualified and referred to the selecting supervisor will be considered.
3. Applications will be evaluated on the information provided. **Incomplete applications may prevent consideration for employment.**
4. This is a Student Career Experience Program position; therefore, the incumbent is entitled to health and life Insurance, as well as annual and sick leave accrual and retirement benefits.

THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION WILL BE MADE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, DISABILITY OR SEXUAL ORIENTATION.