



STUDENT TRAINEE (BUSINESS) OPPORTUNITY
DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING SYSTEMS COMMAND MARIANAS



SUMMARY

This is a public notice to notify interested applicants of student trainee opportunity.

You will serve as Student Trainee (Business) in the Naval Facilities Engineering Systems Command Marianas. The primary purpose of this position is to provide a student trainee job training and guidance to further student technical development

This position is being filled Direct-Hire Authority for the Department of Defense for Post-Secondary Students and Recent Graduates and Direct Hire Authority (Name Request) for Certain Personnel of the Department of Defense (Modified).

THIS JOB IS OPEN TO

CURRENT POST-SECONDARY STUDENTS:

A person who is currently enrolled in, and in good academic standing at a full-time program at an institution of higher education; and is making satisfactory progress toward receipt of a baccalaureate or graduate degree; and has completed at least one year of the program.

OVERVIEW

Job Title: STUDENT TRAINEE (BUSINESS)

Department: Department of the Navy

Agency: Naval Facilities Engineering Systems Command Marianas

Open & Closing Dates: **Friday, March 10, 2023 to Thursday, March 23, 2023.**

Application received after the closing date will not be considered for this position.

Salary: \$33,906 Per Year

Pay Scale & Grade: GS 03

Locations: 6 vacancies – Nimitz Hill, Santa Rita, Andersen AFB, or Finegayan, Guam

Telework Eligible: No

Appointment Type: TEMP

Work Schedule: Full-time or part-time work schedule.

Employment Start/End Date: June 5, 2023 to September 30, 2023.

Service: Competitive

Security Clearance: Secret

Email: NAVFACGuamjobs@fe.navy.mil

DUTIES

- Developing, maintaining, and updating databases and spreadsheets.
- Preparing graphs, charts, or tables.
- Perform work pertaining to business and trade practices.
- Collection, analysis, and dissemination of information.
- Conduct investigations and studies.
- Tracking project execution and status.

Conditions of Employment

- Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.
- You must remain enrolled and will be required to provide proof of current student status to be eligible for this position.
- For this position, you must be least 18 years of age.
- Students must have a cumulative and term Grade Point Average (GPA) of 2.0 or higher (without rounding).
- Must sign the Department of Defense Program Internship Program Participant Agreement form.
- Males must be registered for Selective Service, see www.sss.gov

Qualifications

In order to qualify, you must meet the experience requirements described in the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions, <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/tabs/group-standards/>

MINIMUM QUALIFICATIONS:

GS-03: Completion of one academic year of post-high school study or associate's degree.

To view qualifying educational requirements click on the following link: www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-CSST

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:

1. Knowledge of business and trade practices.
2. Ability to follow instructions and guidance to complete assigned tasks and communicate information to others in oral or written format.
3. Ability to gather and analyze data, draw conclusions, and make calculations by applying standard formulas; prepare graphs, curves, or tables and record factual data or information from studies.
4. Skill in utilizing computer or office automation systems or software.

PART-TIME, VOLUNTEER WORK OR UNPAID EXPERIENCE: Credit will be given for appropriate unpaid, volunteer or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

Education

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>

This is a student internship opportunity. Your transcripts are a required part of your application.

Additional Information:

Temporary and Term Appointments: If you are selected for a temporary or term position in the competitive service, your appointment may be extended to the maximum period allowed by law without further competition. Additionally, if you are serving on a term appointment in the competitive service, you may be converted to a career or career-conditional appointment without further competition. NOTE: Current federal civilian employees may apply for this position and if selected, a break in service of at least 3 days may be required prior to appointment to this position.

You will be required to provide proof of U.S. Citizenship.

HOW YOU WILL BE EVALUATED

Your complete application includes your resume 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 knowledge, skills, and abilities 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 may be marked as incomplete and you may not receive consideration for this position.

2. Transcripts and Enrollment Verification:

Enrollment verification (if transcripts do not reflect current enrollment), and unofficial transcripts for education claimed in your resume and occupational questionnaire is required. If you provide an unofficial transcript at the time of application and you are selected, you will be asked for official versions prior to appointment.

YOUR TRANSCRIPTS MUST SHOW PROOF OF CURRENT OR FUTURE ENROLLMENT (i.e. Spring 2023/Summer 2023); FAILURE TO PROVIDE SCHOOL INFORMATION MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED

REQUIRED DOCUMENTS

You will be evaluated for this job based on how well you meet the qualifications above. Your latest resume and transcript will be used to determine your qualifications.

HOW TO APPLY

Interested Applicants must submit resumes and required documents via email to:

- NAVFACGuamjobs@fe.navy.mil

