OVERVIEW

The National Oceanic and Atmospheric Administration is seeking bright, innovative, results-oriented students who are pursuing a degree or certificate program in an accredited educational institution for our Intern Program. The NOAA Pathways Internship Program targets students accepted for enrollment or currently enrolled in a degree-seeking or Certificate program at least on a half-time basis.

Roles and Responsibilities
Performs clerical and technical work in support of accounting and budgeting operations, such as compiling, consolidating, checking, and arranging figures and data to assist higher-level specialist; maintaining financial records; compiling reports; preparing balance sheets; examining accounts to verify their accuracy; maintaining ledgers; observes the work of higher-grade specialists; and assists higher-grade specialists in more intricate and complex tasks.

Education and Qualifications
Education:
All academic degrees or coursework must be completed in an educational institution that has obtained accreditation from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see http://ope.ed.gov/accreditation/Search.aspx.

Requirements:
Definition of Student: Student is defined as an individual accepted for enrollment or enrolled and seeking a degree (diploma, or certificate) in a qualifying academic institution, on a half or full-time basis. Half-time is defined by the educational institution in which the student is enrolled. Students do not have to be in actual physical attendance in school, online curriculums are acceptable as long as the school is accredited by the Department of Education.
COLLEGE TRANSCRIPT: Applicants must submit a copy of your college transcript that lists college courses, course title, and number of credit hours. You may submit an unofficial copy of the transcript at the initial phase of the application process, but an official certified copy must be received before you can report to duty.

Proof of Enrollment: A letter from an educational institution indicating acceptance may be used as proof of enrollment for those students who are continuing studies at a new college or university. An official transcript will be required before you can report to duty.

Qualifications:
ELIGIBILITY REQUIREMENTS:
U.S. Citizen or U.S. National;
Must be at least 16 years of age at the time of appointment;
Be enrolled or accepted for enrollment as a student at least on a half-time basis at a qualifying educational institution in a certificate, degree, or diploma program;
Be in good academic standing as defined by the educational institution (at least a 2.0 GPA on a 4.0 scale);
Provide an official certified school transcript or proof of enrollment; and
If selected, must sign a Pathways Programs Internship Program Agreement after being appointed. Official transcripts will be required before you can report to duty.

QUALIFICATION REQUIREMENTS:
Qualification requirements in the vacancy announcement are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/final-groupcoveragequalificationstandardforpathwaysprogramschedule-20d.pdf

To qualify at the GS-04 level:

Successful completion of 2 full academic years of post-high school study or an associate's degree.

OR

1 year of general experience defined as progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

OR

Equivalent combinations or education and experience.
How to Apply

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

Open Period: 01/16/2018 - 01/29/2018

To apply online, you must complete and submit an application by accessing the USAJOBS website at http://www.usajobs.gov. To begin, click the Apply Online button near the bottom of this screen and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents.

To return to your saved application, log in to your USAJOBS account at http://www.usajobs.gov and click on "Application Status." Click on the position title, and then select Apply Online to continue.

If you have problems completing your online application, including problems submitting your supporting documents, please contact the Help Desk by email at mgshelp@monster.com or by phone at 866.656.6831. The help desk is available Monday-Friday, 7:00 a.m. to 7:00 p.m. ET