STUDENT TRAINEE IT

Posting ID: IN180174E1

Company: Department of Commerce

Company Website: https://www.commerce.gov/

Work Location: Seattle, WA; Hanford, CA; Tucson, AZ; Salt Lake City, UT; Glasgow, MT

Salary: DOE

Position Type: Full-Time

College Major(s): Civil Engineering (CEE), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS)

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

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 basic and clerical IT assignments, such as providing IT support for local and remote users; tracking and documenting customer support tickets; providing basic IT information to other employees within the office; maintaining incident databases; performing basic maintenance on different equipment and technology; participating in IT security tests; installing commercial software and hardware on government computers; observing the work of higher-grade specialists; and assisting higher-level specialists in more complex and intricate 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.

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.