DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, NEW ORLEANS
CORPS OF ENGINEERS
P. O. BOX 60267
NEW ORLEANS, LA 70160-0267

STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

ANNOUNCEMENT NUMBER: SCEP 07-01

OPENING DATE: 01 October 2006 **CLOSING DATE: 30 September 2007**

Eligible and qualified applicants as a result of this announcement will be placed on a register that will be used to fill all student career experience (including summers only) employment positions in the U.S. Army Engineer District, New Orleans, in the occupations listed in this announcement. Positions may be filled at any time from the opening date of this announcement through the end of calendar year 2007.

The SCEP provides curriculum-related temporary employment to full-time students in good standing in high school, certificate, associate degree, bachelor degree, master degree, and doctorate degree programs. It provides managers a ready source of temporary employment and a source of potential permanent employees upon graduation. It provides the student with work experience that is directly related to their curriculum studies. It also, offers the student eligibility for noncompetitive conversion to permanent employment upon graduation. The SCEP program has a number of different components for different occupations and educational programs. The components are:

- Administrative & Clerical Component
- Trades & Crafts Component
- Engineering & Science Technician Component
- Bachelor Degree Component
- Masters/Doctorate Degree Component

The New Orleans District has SCEP (co-operative) agreements with a number of educational institutions and is always open to entering into more. The majority of our SCEP appointments are in the Engineering & Science academics. However, we do employ other academic disciplines depending on our current needs.

SCEP employees are eligible for health benefits, life insurance, and federal retirement creditable service. They can also earn annual and sick leave and may be eligible for paid federal holidays.

PROGRAM ELIGIBILITY: To be eligible for a SCEP appointment, the student must:

- Be a US citizen
- Have an overall GPA of 2.5 or higher
- Be enrolled as a FT student and:
  - Administrative & Clerical Program: Be enrolled in a certificate or associate degree program appropriate to the position being filled and have completed no more than 75% of the program's requirements.
  - Trades & Crafts Program: Be in an associate and/or certificate program appropriate to the position being filled and have completed no more than 75% of the program requirements.
  - Engineering & Science Technician Program: Be in an associate degree program appropriate to the position being filled and have completed at least 15 semester hours creditable towards the degree and have at least 15 semester hours remaining to graduate.
  - Bachelor's Program: Be enrolled and formally accepted into an accredited university's bachelor's program appropriate to the position being filled and have completed 30 semester hours creditable towards the Bachelor degree and have at least 18 semester hours remaining to graduate.
  - Masters/Doctorate Degree Program: Be formally accepted into a Masters or Doctorate program appropriate to the position being filled and must have completed no more than 2/3 of the program's requirements.
- Be able to work at least 640 hours prior to the completion of certificate and/or degree.
- Be enrolled/registered in the school's Co-Op program and referred/recommended for SCEP employment by the educational institution.

SCEP WORK SCHEDULE OPTIONS: A student can coordinate his/her work schedule changes with his/her supervisor from one semester to another. SCEP work schedule options are:

- When a student is initially hired into the SCEP, a work schedule plan is documented on his/her agreement. The three options are:
    - Alternate Schedule: This means that the student will alternate work and school. He/She will work fulltime one semester and then be placed on leave without pay to attend school the next semester.
    - Summer Only: This means that the student will attend school during the spring and fall terms and will work full time during the summer term.
    - Parallel Schedule: This means that the student will work and go to school during the semester. The student will set up a part-time schedule with his/her supervisor according to what work is needed and what hours of class the student will be attending. Students can work anywhere from 5 hours to 32 hours per week.
- A student on a parallel schedule will be able to coordinate with his/her supervisor changes in the number of hours he/she is able to work depending on their semester class schedule. This coordination should take place at the beginning of each new semester.
- Students may work fulltime in the summer months if they are available to do so.

Any schedule changes should always take into consideration that required 640 hours of work that must be completed prior to the student's graduation so that upon graduation the student will be eligible to be considered for conversion into a permanent position.

PAY RATES:

- Students in the Administrative & Clerical program are appointed at the GS-01 level and may progress over time to the GS-02 and GS-03 level based on various combinations of on-the-job experience and accumulated academic credit
- Students in the Trades & Crafts program are appointed at the WG/WY-02 level and may progress over time to the WG/WY-05 level based on various combinations of on-the-job experience and accumulated academic credit.
- Students in the Engineering & Science Technician program are appointed at the GS-02 level and may progress over time to the GS-03 level based on various combinations of on-the-job experience and accumulated academic credit.
- Students in the Bachelor Degree program are appointed at the GS-03 level and may progress over time to the GS-04 and GS-05 based on various combination of on-the-job experience and accumulated semester hours of academic credit.
- Students in the Master Degree program are appointed at the GS-05 level and may progress to the GS-07 based on combination of experience and academic credit.
- Students in the Doctorate Degree program are appointed at the GS-07 level and may progress to the GS-09 based on combination of experience and academic credit.

LOCATION OF POSITIONS: New Orleans, Louisiana and various locations throughout south Louisiana.

Occupational Areas *(this is not an all-inclusive listing)*

The following is a listing of occupational areas that the New Orleans District has previously recruited and employed students. This listing is not all-inclusive. If you have any questions about employment that may be related to another academic discipline, you should contact our office for information on possible placement opportunities. You can call (504) 862-2800.

Position Title	Acceptable Academic Discipline(s)
Administrative & Clerical Support	High School/Associate/Certificate program student pursuing position related Studies
Biologist	BS/Graduate level student in Wildlife Biology / Fishery Biology / Biology
Botanist	BS/Graduate level student in Botany
Civil Engineer	BS/Graduate level student in Civil Engineering
IT Specialist	BS/Graduate level student in Computer Science / Computer Engineering
Contract Specialist	BS/Graduate level student in Business Administration / Management / Marketing Accounting / etc.
Electrical Engineer	BS/Graduate level student in Electrical Engineering
Electronics Engineer	BS/Graduate level student in Electronic Engineering
Engineering & Science Technician	Associate degree student pursuing position related to curriculum
Environmental Engineer	BS/Graduate level student in Environmental Engineering
Environmental Resource Specialist	BS/Graduate level student pursuing a biological science degree
Mechanical Engineer	BS/Graduate level student in Mechanical Engineering
Park Ranger	BS/Graduate level student in Criminal Justice / Natural Resource Management Natural Science / Park & Recreational Management
Public Affairs Specialist/Writer	BS/Graduate level student in Journalism / Mass Communication / English

Supply & Property Management	BS in Business Administration / Management / Marketing / Accounting / etc.
Trades & Crafts Jobs	Associate/Certificate program students pursuing position related curriculum

HOW TO APPLY: Students interest in being considered must submit an application package (see next paragraph).

Application packages may be:

- Mailed to: U.S. Engineer District, New Orleans
  PO Box 60267
  Attn: CEMVN-HR (SCEP)
  New Orleans, LA 70160-0267

- Faxed to: (504) 862-2810
  Attn: SCEP Application

APPLICATION PACKAGE: An application package **must** contain the following documents

- Resume
- Current transcript (student copy is acceptable for the application process)
- Documentation that you are a full time student in good standing with your educational institution.

We will maintain an applicant supply file so that when a manger has a need he/she can come and review applications on hand. If a manager is interested in considering you for employment, he/she will make direct contact with you to discuss the position.

Note: It is the applicant's responsibility to maintain current up to date resumes and transcripts. If you have not been selected for placement during the semester that you make original application, it is the applicant's responsibility to provide updated transcripts for continued consideration.

Note: Selected candidates will be required to provide updated information verifying that they are full time students at the time of selection, and periodically during employment.

AN EQUAL OPPORTUNITY EMPLOYER