National Science Foundation
Position Vacancy

AMEND VACANCY TO CLOSE JOB #4 – HRD   STUDENT TRAINEE (COMPUTER SPECIALIST)".

STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

The National Science Foundation, a Federal Government agency devoted to the advancement of scientific research and education, is seeking career minded college students for its Student Career Experience Program (SCEP). This Program provides an opportunity for students to gain work experience related to their academic major or career goals. Parallel and alternating work schedules are available. Pay is set based on the student's qualifications for the position and ranges from $8.15 to $17.98 per hour. Appointment is subject to written agreement with the educational institution. Consideration may be given to hiring SCEP students on a permanent basis after graduation.

(**Job #3 – CPO)   Student Trainee (Contracting)**

Undergraduate and graduate degree students majoring in business, finance, accounting, management, law or closely related fields may apply. The SCEP student will work in a developmental capacity in the Division of Contracts, Policy and Oversight assisting in the planning, advising upon, and managing pre-award and post-award functions on assigned contracts. Assignments are to prepare the incumbent for more responsible and professional work in the field of contracts and acquisitions.

(Job #5 – CSE)   Student Trainee (Computer Science)

Baccalaureate or graduate degree students in computer science, computer engineering or computer information systems may apply. Some experience or training with operating systems, programming and/or networking is desirable. Applicants must be able to communicate and work independently. Projects vary and may depend largely upon the candidates experience and abilities. Tasks will be in the areas of: systems management and network management and administration; product evaluation, installation, and training; development of procedures and processes for user operation web site development and maintenance.

LOCATION: Positions are located in the National Science Foundation in the the Office of Budget, Finance and Award Management, Contract and Policy Oversight; and Directorae for Computer and Information Science and Engineering, Arlington, VA.

ELIGIBILITY REQUIREMENTS: To be eligible students must:

- Be an U.S. Citizen.
- Be at least 16 years old.
- Be enrolled at least half-time in an accredited college or university.
- Be enrolled in an undergraduate or graduate degree program.
- Be recommended for appointment by an official from the college/university CO-OP, Career Planning or other student program official.
- Have a grade point average of at least 2.5 on a 4.0 scale.
- Be enrolled in a field related to the position.
- Meet position qualification requirements, stated above.
- Meet suitability and security requirements.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). In addition, a current college transcript is required, along with a Certificate of Referral (form attached) from your educational institution's Cooperative Education Program or other career planning office.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, Application for 10-Point Veterans' Preference (SF-15), along with documentation specified on the form.

You must specify the job announcement number and title of the job for which you are applying. You should also provide the following information: •Specify your country of citizenship. • Specify your social security number. •Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s) and GPA. If no degree, show total credits earned, current GPA and indicate whether semester or quarter hours. • Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job provides* information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number: SCEP-A4. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE POSTMARKED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Madalyn Chisley, on (703) 292-4350. Hearing impaired individuals may call TDD (703) 292-5090.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

Vacancy Ann. #_____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Information Dissemination, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL – This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information .
AUTHORITY – Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

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1. Today's Date: _____   2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)_____
02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
03 - NSF-initiated personal contact
04 - Science Magazine, or other professional journal or magazine (specify) _____
05 - Affirmative Action Register
06 - Attendance at conference, meeting or job fair (specify) _____
07 - NSF recruitment at school or college
08 - Colleague referral
09 - NSF Bulletin
10 - Federal, State or local job information center
11 - State vocational rehabilitation agency or Veterans Administration
12 - State employment office
13 - School or college counselor or other official
14 - Private job Information service
15 - Private employment service
16 - Friend or relative working at NSF
17 - Friend or relative not working at NSF
18 - Other (specify) _____

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa
C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.)   F – Female   M – Male

6. Please provide Information on your disability status by checking one of the categories below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities;
5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness;10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

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FOR AGENCY USE

Agency Code: _____ _____ _____ _____ _____ _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

NATIONAL SCIENCE FOUNDATION
STUDENT CAREER EXPERIENCE PROGRAM (SCEP)
CERTIFICATION FORM

A Certification Form must be completed for each SCEP referral and signed
by a college/university Cooperative Education Program or other career
planning official.

JOB NUMBER &
TITLE:_____

STUDENT'S NAME: _____ PHONE NO.
_____

TEMPORARY ADDRESS: PERMANENT ADDRESS:
_____   _____

_____   _____

SCHOOL NAME & ADDRESS:
_____

_____
__
ACADEMIC DEGREE PROGRAM:
_____
ACADEMIC MAJOR:
_____
ACADEMIC LEVEL:
_____
OVERALL GRADE POINT AVERAGE:
_____
FULL-TIME OR HALF-TIME STUDENT STATUS:
_____
EXPECTED DATE TO GRADUATE:
_____
U. S. CITIZENSHIP (Y/N): _____

PROGRAM ELIGIBILITY REQUIREMENTS
Student must:
* Be a U. S. Citizen.   * Be at least 16 years old.
* Be enrolled at least half-time in   * Have a grade point average of
  an accredited college or university.   at least 2.5 on a 4.0 scale.
* Be enrolled in a field of study   * Meet agency suitability and
  related to the position.   security requirements.

This certifies that the above student meets the eligibility requirements
for a SCEP appointment with the National Science Foundation and is

recommended for appointment.

_____ _____ _____
 (Signature & Title of Official)   (Telephone Number)   (Date)

Return Certification Form, resume, and
college transcript to:
Ms. Odessa G. White
Coordinator, Student Educational
 Employment Programs
      National Science Foundation
      Division of Human Resource Management
      4201 Wilson Boulevard, Suite 315
      Arlington, VA 22230
Telephone: 703-306-1185 x3038
FAX: 703-306-2056