



**National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230**

HRM 12-002

Pathways Vacancy Announcement - Student Trainee (Program Assistant)

DATE: September 18, 2012

Job Title: Student Trainee (Program Assistant) GS-0399-05/06/07

Agency: NATIONAL SCIENCE FOUNDATION

Job Announcement Number: HRM-12002

SALARY RANGE: \$34,075.00 - \$54,875.00 / ANNUALLY

OPEN PERIOD: September 17, 2012 to October 1, 2012

SERIES & GRADE: GS - 0399 - 05 / 06 / 07

POSITION INFORMATION: Full-time, Part-time.

PROMOTION POTENTIAL: 07

DUTY LOCATIONS: FEW vacancy(ies) - Arlington, VA, US

WHO MAY BE CONSIDERED: Open to current NSF employees, at least 16 years old, who are students. Must be enrolled for the upcoming semester in a degree or certificate-seeking program taking at least a half-time course load. Must have at least a 2.0 grade point average on a 4.0 scale. Students are employed during the academic year.

JOB SUMMARY

This internship opportunity allows students to see how both the federal government and NSF operate. Together, we ensure that the daily operations at NSF run smoothly and serve the needs of the science, engineering and education communities to produce results. Join us today! Positions under this vacancy announcement will be filled under the Internship component of the Pathways Programs hiring authority:

- Veteran's preference rules will be applied in filling this position.
- Selection for an Internship position is at the discretion of the hiring manager.
- This vacancy announcement will be used to select multiple students to work at the National Science Foundation.
- To be considered for other Intern positions at NSF, you must reapply each time a new announcement is posted.
- Eligible students must be enrolled at least half-time in an accredited academic institution and maintain a 2.0 GPA or higher.
- Students typically work part-time during the school year and full-time during the summer, winter, and spring vacations.
- Selected candidates will be placed on an appointment under the Pathways Programs with their current Not-to-Exceed (NTE) and grade level intact. One selected as an Intern, employees may be converted to an indefinite appointment under the Pathways Programs. The indefinite appointment expires when the student completes all academic requirements for award of a degree or certificate program.
- Interns will be required to sign a Pathways Programs Participant Agreement prior to appointment.
- Interns are eligible for noncompetitive conversion to a permanent or term position in the competitive service. This conversion is not a guarantee and NSF may opt not to convert the Intern. To be eligible for conversion, the Intern must a) complete all academic requirements for award of a degree or certificate; b) complete at least 640 hours of work while enrolled in the Internship Program; c) receive recommendation from the supervisor; and d) meet the qualification requirements for the position to which converted.

KEY REQUIREMENTS

- You must type 40 words per minute with no more than 3 errors
- You must have a grade point average of 2.0 or higher on a 4.0 scale. However, if students are below a 2.5 GPA they will be **accountable to raise their GPA** within two semesters.
- You must be taking at least a half-time course load

DUTIES

Interns will assist in processing grants that are keeping the United States at the leading edge of scientific discovery! Student Trainees (Program Assistant) work on the front-line supporting the National Science Foundation's efforts to promote and fund the best possible awards through grants, cooperative agreements, and other mechanisms. If you are customer oriented, enjoy working on a variety of automated systems, are organized, and have great communication skills, working as Student Trainee (Program Assistant) is the right job for you!

As a Student Trainee (Program Assistant), the Intern will:

- Play a role in the processing of grants and cooperative agreements including supporting the protocol for soliciting and evaluating proposals, awarding funds, monitoring the status of grants and cooperative agreements, tracking budgets, and preparing a variety of reports.
- Work with a variety of automated systems to enter information about grant proposals, to forward information to reviewers electronically, and to facilitate panel review meetings.
- Coordinate the logistics for meetings and conferences of scientific panelists.
- Provide administrative support to staff including handling travel arrangements.

QUALIFICATIONS REQUIRED

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50' Rquuguu'c'eqo d'kpc'v'kqp "qh'r quv' j ki j "uej qqn'gf wecv'kqp "cpf "ur gekcrk gf "gZR gtlkpeg0

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C'v'hcuv'qpg" { gct "qh'ur gekcrk gf "gZR gtlkpeg"gs wlxcrp'v'v'j g'I U/8' r'gxn'k'p'v'j g'Hgf gtcn ugtxleg0Gzco r ngu qh'ur gekcrk gf "gZR gtlkpeg"lpenf g'y g'hqmjy kpi <v'gtr t'g'v'kpi "cpf "cr r n' kpi "t'gi w'v'kpu. 'r q'rk'gu'cpf r tqegf w'gu"v'q' r gth'qto "c' "xct'k'v' "qh'cf o k'p'k'w'v'x'g'uw' r qtv'f w'k'g'="f g'x'gn'r kpi "cpf "o c'k'p'v'k'p'kpi "ur t'g'c'f u'j gg'w' c'pf "qy gt "h'k'p'ec'nl't'ge'q'f u'="f g'x'gn'r kpi "y qtm'="t'cen'kpi "u' { u'go u'v'q "gpw'g'v'ko gn' "eqo r r'gv'kqp"qh'y qtm cuuki po gpw'="eqqtf k'pc'v'kpi "cpf "o c'nkpi "t'cxgn'cttcpi go gpw'="eqo r q'ukpi m' r kpi "t'gr qtw'k'p' "h'k'p'c'0

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E'c'p'f k'f cv'gu'y k'n'd'g' "t'gs w'k'gf "v' "u'g'p'f "v'j g'k' "t'guwo g' "v' "v'j g'hqmjy kpi "go c'k'n'c'f f t'guu' < [r cvj y c { uB pufi qx0](#)

Vj g'F k'k'k'k'p' "qh'J wo cp "T'gu'q'w'eg'u'O c'pci go gpv' *J TO +y k'n'it'g'x'k'gy "e'c'p'f k'f cv'gu' "t'guwo gu' "c'p'f "x'g't'k'h' { g'ri k'k'k'v' { "h'qt "v'j g'R'cvj y c { u'Rt'qi t'co u' "c'p'f "s w'c'k'h'ec'v'k'p'u0

HOW TO APPLY

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T'guwo gu'o wuv'dg' "t'ge'g'k'x'gf "d'gh'qtg' "33-7; "RO "G'cu'v'g't'p' "v'ko g' "q'p'v'j g'em'ukpi "f cv'g0

REQUIRED DOCUMENTS

K'i { qw'ctg' "g'ri k'd'rg' "w'p'f g't'c' "ur gek'n'c'r r q'k'p'kpi "c'w'j q't'k'v' { *g'0 0 "x'g'v't'c'p'u' "c'r r q'k'p'w' gpv' "c'w'j q't'k'k'gu' "qt "r "g'tu'q'p'u y k'j "o gp'v'c'n't'g'v'c't'f c'v'k'p'g' "u'g'x'g't'g' "r j { u'ec'n'f k'uc'd'k'k'v' { "qt "r u' { e'j k'c'v'le "f k'uc'd'k'k'k'gu' +." { qw'y k'n'd'g' "t'gs w'k'gf "v' "u'w'do k'w'uw' r q't'v'kpi "f qewo gp'v'c'v'k'p'0Vj k'u'y k'n'v' r k'ec'm' { "t'gs w'k'g' "v'j g' "u'w'do k'uk'p' "qh'q'p'g' "qt "o q't'g' "qh'v'j g'hqmjy kpi "f qewo gpw' <

1. DD-214 (Member-4 copy); and only if applicable, SF-15, Application for 10-Point Veteran's Preference, plus the Department of Veterans Affairs Notice of Compensable Disability Rating for preference under the disabled veterans appointing authority.
2. Schedule A Certification - from applicants requesting consideration under the Schedule A appointing authority for disabled applicants.

You must submit proof of meeting the basic education requirement described in the QUALIFICATIONS paragraph. Therefore, **if you have not already done so**, you should submit TRANSCRIPTS (unofficial copies are acceptable with cumulative GPA) or a DIPLOMA that verifies that the requirement is met. Email application must be completed before 11:59 PM Eastern time on the vacancy closing date.

AGENCY CONTACT INFO

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