Summer Internship Position - People with Disabilities and Veteran Preference Eligibles

Position Title, Series, and Grade: Student Trainee (Clerk), GS-0399-02/03
Salary Range: GS-02, $11.06 per hour
GS-03, $12.07 per hour
Job Location: Little Rock, Arkansas
Citizenship: U.S. Citizenship – Required
Number of Positions: 1
Type of Appointment: Temporary, Full-Time
Open Period: April 11, 2014 through April 18, 2014

Who May Be Considered
To be considered, all applicants must submit a current DD214, Veterans Administration Letter verifying total compensable disability based on military service and/or Schedule A letter (proof of disability) from a vocational rehabilitation counselor, licensed medical practitioner, or representative from an agency that issues disability benefits.

About the Position:
If you are looking for a unique opportunity to gain valuable work experience directly related to your academic field of study or career goals, an internship with the FHWA is for you. The FHWA Arkansas Division office in downtown Little Rock is looking for a highly motivated student with strong organizational skills to work as a Student Trainee (Clerk) in a temporary 40-hour summer internship starting immediately and ending Tuesday, September 30, 2014. This position involves clerical and administrative support to the Office staff in the Administrative Records Office. It is open to current students who are enrolled or accepted for enrollment in an accredited college or university, or other qualifying educational institution pursuing a qualifying degree or certificate. Students must reside within the commuting area where the position is located.

NOTE: Proof of current/future enrollment (ex. Transcript, class schedule, enrollment verification, etc.) is required at time of application. Applicants graduating in Spring 2014 MUST submit proof of continuing education in order to be considered for a summer internship.

Overview:
The FHWA is charged with broad responsibility of ensuring that America’s roads and highways continue to be the safest and most technologically up-to-date.

Primary Duties:
- Assist with the preparation of the Administrative Record for an upcoming legal action. This is a large project (record) that requires strong organizational skills. The record will involve approximately ten thousand individual sheets of paper.
- Maintain documents that need to be put in chronological order and have duplicates removed.
• Receive documents from various sources. Need to keep track of work that has been completed, new work coming in and where all this work will be in the office.
• Complete this major assignment (record) with no errors.
• May receive related duties from Office staff as they will also be working on the record.
• Primarily work on administrative duties but with a very large organization component.
• Assist Office staff with electronic file system when needed.

If the project (record) is completed before the end of the candidate’s internship, the candidate will assist the Assistant Division Administrator in organizing and implementing their new paper and electronic file systems. Basic computing skills (Microsoft Office applications) would be helpful as he or she may assist with electronic file system.

Knowledge Required:
• Knowledge of the functions and procedures of general office work.
• Knowledge of general filing methods and procedures.
• Ability to follow instructions and type at least 40 words per minute.
• Familiar with and ability to use Microsoft Office applications (Word, Excel, Access, PowerPoint, Outlook).

Qualifications Required:
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: http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards

To meet the minimum qualifications for this position, you must meet the experience qualifications for the grade at which you are requesting consideration. Preferred applicants have experience with Microsoft Office.

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<tr>
<th>LEVEL</th>
<th>QUALIFICATION</th>
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<tbody>
<tr>
<td>Grade 2</td>
<td>High school graduation or equivalent.</td>
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<tr>
<td>Grade 3</td>
<td>Completion of one academic year of post-high school study.</td>
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Time Limit for Meeting Qualifications:
Applicants must meet all qualification requirements by the closing date of this announcement.

Students:
• Must be enrolled or accepted for enrollment in a qualifying educational institution seeking a degree (Diploma, Certificate, etc.) and enrolled at least half-time at an accredited college or university;
• Qualify for appointment under appropriate qualification standards, and meet suitability and fitness requirements for the position;
• Be a student in good standing (at least GPA 3.0).

Benefits:
• Flexible work schedule
• Professional work environment
• Annual leave
• Sick Leave
• Paid holidays
• Transportation subsidy

**Reasonable Accommodations:**
The DOT provides reasonable accommodations to applicants and employees with disabilities. If you need reasonable accommodations for any part of the application process, please send your request to Pete Jilek at Pete.Jilek@dot.gov or at (501) 324-6437. If you are contacted for an interview, you may request accommodation for the interview process at that time. Reasonable accommodation decisions are made on a case-by-case basis.

**Equal Opportunity Employer:**
All eligible and qualified candidates will be considered regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or other non-merit factors.

**Basic Application Materials (All Applicants):**
- Current Resume – For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., Hours per week and month/year to month/year or month/year to present).
- Transcripts (unofficial copies acceptable).
- Proof of enrollment/class registration.
- Required special appointing authority documentation – a Schedule A letter certifying that the applicant has a disability and/or a Veteran’s Preference documentation: DD214 showing dates and character of service (member copy 4), a VA letter, if claiming a 10% or more compensable service-connected disability, and/or a completed and signed SF-15 (claim for 10-point veterans’ preference) showing type of preference claimed, and supporting documentation as specified on this form, if applicable. Visit [http://www.dot.gov/drc/employment-people-disabilities](http://www.dot.gov/drc/employment-people-disabilities) for guidance and other helpful information. For information on veterans’ preference and veterans’ hiring authorities, visit: [http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx](http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx)

**How to Apply:**
Please forward your application materials (see above) by close of business, April 18, 2014, to Pete Jilek at Pete.Jilek@dot.gov or fax to (501) 324-6423. In the subject line of email, please be sure to include the position title, series, and grade. To be considered, all applications must be submitted with a current DD214 and/or Schedule A letter from a vocational rehabilitation counselor, licensed medical practitioner, or representative from an agency that issues disability benefits.