



US Army Corps
of Engineers®

**Direct Hire Authority (DHA) Announcement
Post-Secondary Student
Real Estate Division
Seattle District**

Open Date: 12/16/2020

Closing Date: 12/17/2020

Position Title: Student Trainee (Financial Management), GS-0599-04

Location: U.S. Army Corps of Engineers, Seattle District, Seattle, WA

Salary: \$34,187 - \$44,442 per year

Type of Appointment: Direct Hire Authority for Post-Secondary Students

Duties:

As a trainee, you will perform work assignments of progressively increasing difficulty and complexity which are integrated with the student's academic curriculum, and are designed to provide the opportunity to gain first-hand work experience and related knowledge, skills, and abilities in the occupational field.

Duties of this position include, but are not limited to:

- Consolidate a variety of statistical data needed by higher graded analysts in the formulation and presentation of budget requests.
- Utilize automated data bases associated with budget or financial management functions to generate a variety of standard reports.
- Prepare recurring standardized statistical data in budget forms, schedules, and reports to assist the higher graded analysts.
- Use standardized processes to cross-check accuracy of budget data.
- Apply steps and procedures to make recommendations for approval, disapproval, or modification of budget execution documents.
- Prepare preliminary budget justifications for program support activities.

Conditions of Employment:

- A trial or probationary period may be required in accordance with agency policy.
- A post-secondary student appointment expires 120 days after completion of the designed course of study, unless the student is selected for noncompetitive conversion.
- This position may be converted to a position under the Administrative Careers with America (ACWA) and must complete an ACWA assessment prior to noncompetitive

conversion.

Work Schedule: Part-time while attending school (16-20 hours per week), may work Full-time during scheduled break from classes (40 hours per week).

Qualifications:

Who May Apply: To be eligible for consideration you must meet the definition of post-secondary student as defined below:

Post-Secondary Student: a person who, (1) is currently enrolled in, and in good academic standing at, a full-time program at an institution of higher education; and (2) is making satisfactory progress towards receipt of a baccalaureate or graduate degree; and (3) has completed at least one year of the program.

In order to qualify, you must meet the education requirements described below.

Your resume must clearly describe your relevant education and experience.

This opportunity follows a standard promotional path:

1. Trainee selection will be made at the GS-04 grade level. This grade level is what typical college students in their third or fourth year may qualify at.
2. Within 120 days after completion of Internship requirements, you may be eligible for conversion to the entry-level for the target occupation. Entry level for this position are typically at the GS-05 or GS-07 level.
3. The full performance level of this position is GS-09.
4. Progression from the entry-level to the full performance level for this occupation will depend on successful completion of all requirements for promotion. Promotions may be considered after a year at each grade level but are not guaranteed to occur on a specific time schedule.

Program Completion and Conversion:

Students may be converted to a permanent position within 120 days of successful completion of the program.

For the GS-04 Level:

To qualify for as a GS-04, students must have completed two full academic years of post-high school study or have an associate degree.

For qualification purposes, an academic year is computed as follows:

- At the undergraduate level, successfully completed education that has not led to possession of a degree is credited based on its relationship to 120 semester hours or 180 quarter hours. For example, 30 semester hours or 45 quarter hours is comparable to 1 year of undergraduate education. Four years of progressive study or 120 semester hours meets the degree requirements. Additional credit cannot be given for duplicate course work.
- For study at a business or technical school, 36 weeks of study (20+ classroom hours per week) is comparable to 1 academic year above high school.
- An academic year of graduate education is considered to be the number of credit hours

that the school attended has determined to represent 1 academic year of full-time study. This determination is made based on normal course loads for a full year of study in the graduate program. If that information cannot be obtained from the school, 18 semester hours or 27 quarter hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

- When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in the standard.

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Additional Information:

- Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- Direct deposit of pay is required.
- A Post-Secondary Student Participant Agreement is required for post-secondary students.
- This is a Career Program (CP) 11 - Comptroller position.
- Salary includes applicable locality pay or Local Market Supplement.
- Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government interest.
- Post-secondary students will initially be appointed to a term appointment in the competitive service for a period expected to last more than 1 year not to exceed 4 years; they may be non-competitively converted to a career or career-conditional appointment within 120 days of successfully completing the qualifying academic program.

How to Apply:

Veterans and Military Spouses will be considered along with all other candidates.

Anyone wishing consideration for this opportunity must submit the following (if you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further):

1. *Cover Letter (optional)*
2. *Resume*
3. *Transcripts (An unofficial copy of current transcripts is acceptable)*

Send the above items via email to: shawna.m.westhoff@usace.army.mil

Points of Contact:

Shawna Westhoff, shawna.m.westhoff@usace.army.mil, or
(206) 316-4411
Supervisory Realty Specialist

Frank Howell, frank.h.howell@usace.army.mil
Human Resources Specialist, Seattle District Corps of Engineers