



2008 STUDENT TEMPORARY EMPLOYMENT PROGRAM
(STEP)

THIS PROGRAM IS SUBJECT TO THE AVAILABILITY OF FUNDS

ANNOUNCEMENT NUMBER: BRSTEP08

POSITION: Student Summer Hire

OPENING DATE: 25 February 2008
CLOSING DATE: UNTIL FILLED

FIRST CUTOFF DATE: 21 MARCH 2008

General Information:

Positions may be filled as part time or full time.

Please read instructions carefully. Your application will not be considered if you do not submit all required documentation and information.

WHO CAN APPLY:

Any U. S. Citizen 16 years or older who is pursuing any of the following educational programs:

High School Diploma or General Equivalency Diploma
Vocational/Technical Certificate
Associate Degree
Bachelors Degree
Graduate Degree
Professional Degree

The student must be accepted for enrollment, or be enrolled as a degree seeking student in an accredited program. The student must be taking at least a half time academic/vocational/technical workload.

NOTE: STUDENTS NOT CONTINUING THEIR EDUCATION IN THE FALL OF 2008 ARE NOT ELIGIBLE FOR THIS PROGRAM.

DOCUMENTATION TO SUPPORT ELIGIBILITY FOR STEP:

- Submit an application (OF612) or a resume.
- Submit USMA Summer Hire Supplement 2008.
- Include DD-214 if claiming Veteran's Preference and SF-15 for 10 point preference
- Include documentation from the school certifying that you are taking at least a half time academic/vocational/technical workload and are a student in good standing**

SEND TO:

Civilian Personnel Advisory Center
626 Swift Road
Attn: Summer Hire Program
West Point, NY 10996

SEE REVERSE SIDE FOR AVAILABLE POSITIONS

SOME GENERAL SCHEDULE POSITIONS MAY BE PART TIME (20 HOURS PER WEEK), WORK IRREGULAR HOURS, AND/OR REQUIRE WORKING ON WEEKENDS AND HOLIDAYS. KEYBOARD SKILLS REQUIRED FOR MOST POSITIONS.

Position	Series/Grade	Salary	Remarks
Qualifications: 1 year of college (30 credits) or 6 months general experience			
General Clerk	GS-0303-03	\$12.66ph	
Office Automation Clerk	GS-0326-03		Must certify typing skills (40 WPM)
Information Receptionist	GS-0304-03		
Physical Science Technician	GS-1311-03		6 months experience that shows ability to do the work of the position
Qualifications: 2 years of college (60 credits) or 1 year general experience			
General Clerk	GS-0303-04	\$14.21ph	
Office Automation Clerk	GS-0326-04		Must certify typing skills (40 WPM minimum)
Forestry Technician	GS-0462-04		Requires 12 semester hours in forestry or related field OR 6 Months General AND 6 Months of specialized experience (forestry tech./operations)
Computer Assistant	GS-0335-04		Experience that shows the ability to do the work of the position
Physical Science Technician	GS-1311-04		Requires 12 semester hours in physical science, Engineering or any branch of math except financial And commercial math plus 6 months specialized work in physical science, chemistry, engineering ect.
Firefighter	GS-0081-04	\$14.21ph	1 year specialized experience in firefighting rescue Operations or 2 years college with related course work in fire training, fire science or related.
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For wage grade positions, applicants must demonstrate that they are reliable and dependable, have shop aptitude and interest, have an ability to follow directions, can follow safety procedures, and have the ability to work as a member of a team. ALL WAGE GRADE (WG) POSITIONS REQUIRE PREEMPLOYMENT PHYSICALS.			
Food Service Worker	WG-7402-02	\$11.44ph	Must be age 18. Works around machinery.
The following positions require moderate physical effort to include lifting up to 45 pounds, bending, stooping and kneeling. Jobs may require working outdoors in all kinds of weather.			
Laborer	WG-3502-02	\$11.44ph	
Laborer	WG-3502-03	\$12.71ph	Some positions require applicants to be age 18 (working on ladders)
Tractor Operator	WG-5705-04	\$13.97ph	Driver's license required. Must be age 18.
Motor Vehicle Operator	WG-5703-05	\$15.24ph	Driver's license required. Must be age 18
Electrician Helper (MVO)	WG-2805-05	\$15.24ph	Driver's license required. Must be age 18 Electrical background/education
Forklift Operator	WG-5704-05	\$15.24ph	Must be able to operate a forklift capable of lifting as high as 168 inches. Must be age 18