



# USDA FOREST SERVICE Eastern Region STUDENT EMPLOYMENT PROGRAM

## Fiscal Year 2012 RECRUITMENT BULLETIN (Revised) 12/2011

RECRUITMENT BULLETIN NUMBER: SCEP\_STEP-2012ER    OPEN: October 11, 2011    CLOSES: ~~January 13, 2012~~ **NEW DATE March 15, 2012**

### WHAT ARE THE STUDENT EMPLOYMENT PROGRAMS?

The **Student Career Experience Program (SCEP)** (formerly the Cooperative Education Program) is designed to integrate classroom study with paid work experience to prepare students for responsible placement into the Forest Service's permanent workforce.

The **Student Temporary Employment Program (STEP)** also offers students work experience in the Forest Service, but does not offer placement into its permanent workforce. Successful STEP students can be placed into the SCEP program at the Forest Services' discretion.

### WHO DOES THE EASTERN REGION RECRUIT USING THE STUDENT CAREER PROGRAM?

This bulletin is aimed primarily at **freshman and sophomore** students pursuing a bachelor's degree in a field which, upon graduation, will provide the academic background, knowledges, and skills required for the target position. Students must complete a minimum of **640 hours** of work experience **prior to** graduation. See SCEP Eligibility Section.

### WHAT'S IN IT FOR YOU?

A Career in Natural Resources  
National and international travel  
Work in your chosen career field  
Excellent retirement, health and life insurance, annual and sick leave, and paid holidays  
Breathe fresh air and work outdoors in rural setting  
Noncompetitive conversion to permanent status  
Full and part time work  
Salaries ranging from \$21,000 to \$33,000

### ELIGIBILITY CRITERIA:

Must be at least 16 years of age and U.S. Citizen  
Good academic standing in school  
Enrolled/accepted as a student taking at least part-time academic/vocational/technical course load in pursuit of a diploma, certificate, or degree

### STUDENT CAREER EXPERIENCE PROGRAM REQUIREMENTS:

- Written agreement between the Forest Service and academic institution, and student.
- Statement of Understanding – Mobility Statement indication students willingness to go where the position is located.
- 640 hour of career related work prior to completing all educational requirements.
- Grade Point Average (GPA) of 2.5 or higher on a 4 point scale.

### WHEN WILL I BE NOTIFIED?

Potential student employees are contacted between the months of January and April annually.

### WHEN DO I START WORK?

Summer employment starts May through August annually.

### IF SELECTED WHAT DO I NEED TO BRING WITH ME TO MY WORK LOCATION?

Some work locations have government housing, however most do not. Students should bring **enough money** with them to cover the cost of securing housing. To include any deposit(s) and/or first and last month rent. The Forest Service cannot assume responsibility for these costs. In addition to housing costs, students should also bring enough money to cover their food, transportation costs, and medical insurance co-pays for at least one month.

## **HOW TO APPLY:**

### **Application materials must consist of:**

- A complete application
- Degree Plan/Major Course of Study Requirements – list of courses required to complete Major
- Resume – Resume must include the following:
  - Social Security Number
  - Recruitment Bulletin Number - **SCEP\_STEP-2012ER**
  - Both paid and non-paid work experience (include start dates month/year)
  - Education
  - Training
  - Awards/Commendations
- Current transcripts
- Proof of enrollment or acceptance letter
- Copy of DD-214, Report of Separation from Active duty, must be received with your application package if you are claiming veterans' preference and must show an honorable discharge. Additional documentation may be required. Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard.

**If you do not receive a job offer by May 1, 2012, you may assume you were not selected.**

## **WHERE TO SEND:**

**Students applying for multiple positions must send an application for each position you want to be considered for.**

**Mail:** OR **E-mail:** [R9\\_students@fs.fed.us](mailto:R9_students@fs.fed.us) - SUBJECT: SCEP\_STEP-2012ER  
**USDA Forest Service** OR **FAX:** 414-944-3938 – SUBJECT: SCEP\_STEP-2012ER  
**Attn: Montez Ashley**  
**626 East Wisconsin Avenue, Suite 800**  
**Milwaukee, WI 53202**  
**Phone: (414) 297-3150**

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis. **Reasonable Accommodation Contact: Terry J. West, Sr., (414) 297-3021.**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

## **JOB CORPS, ANOTHER EXCELLENT RECRUITMENT SOURCE?**

When considering your SCEP or STEP selections, consider hiring a Job Corps student from one of the **twenty-eight** Forest Service Job Corps Centers or the Davidson River Type 2 initial attack crew. These students can meet your accounting, business management, information technology, information assistant, fire fighter, computer technology, civil rights, law enforcement, forestry tech, engineering tech, electrical tech, auto mechanic, brick-layering, and carpentry program needs. Job Corps is a "Great Society" program that has survived and thrived with the times. It provides young adults, ages of 16 to 24, an opportunity to expand their education, learn a valuable trade and excel in society. The Student Educational Employment Program (SEEP) provides the mechanism to make this a reality. For more information on how you can hire a Job Corps student as a SCEP or STEP, **contact Clara Johnson at 414-208-8052 or via e-mail at [cjohnson01@fs.fed.us](mailto:cjohnson01@fs.fed.us).**

The USDA Forest Service, Eastern Region, has identified its student employment program needs in the following chart. If interested in any of the occupations listed, please clearly identify which one in the application beginning on page 5 of this Recruitment Bulletin. There is to be one application per desired occupation.

ACADEMIC MAJOR(s)	Degree Level	TARGET OCCUPATION	NUMBER OF POSITIONS	
			SCEP	STEP
Business Administration or any major	Bachelors	Realty Specialist	1	0
Forestry, or a related subject-matter field that included a total of at least 30 semester hours in any combination of biological, physical, or mathematical sciences or engineering, of which at least 24 semester hours of course work were in forestry.	Bachelors	Forester	3	0
Business Administration	Bachelors	Contracting Specialist	1	0
Wildlife Biology	Bachelors	Wildlife Biologist	1	0
Forestry (Recreation) With an emphasis in Recreation/Natural Resources. Forestry (Fire) with an emphasis in Fire Management	AAS or BS	Forestry Technician (Recreation and Fire)	4	2
Natural Resources Management with an emphasis in interpretation	Bachelors	Conservation Education Coordinator	1	0
Biology or a related field with 30 semester hours in basic and applied biological sciences. Nine (9) hours must be in ecology and 12 hours in physical and mathematical sciences	Bachelors	Ecologist	1	0
Education, Forestry, Natural Resource Management	Bachelors	Conservation Education Intern	0	4

**CONTACT LIST (INFORMATION ONLY)**

**Region 9, Eastern Region**

626 East Wisconsin Ave Ste 800

Milwaukee, WI 53202

Contact Montez Ashley

**Reasonable Accommodations Contact: Terry J. West, Sr.**

E-mail: [twest@fs.fed.us](mailto:twest@fs.fed.us)

Phone: (414) 297-3021

E-mail: [mashley@fs.fed.us](mailto:mashley@fs.fed.us)

Phone: (414) 297-3150

Fax: (414) 944-3938

**USDA FOREST SERVICE  
STUDENT EMPLOYMENT SUPPLEMENTAL INFORMATION  
STUDENT EMPLOYMENT PROGRAM**

Forms available at: [www.fs.fed.us/r9/employment](http://www.fs.fed.us/r9/employment)

**NOTE – YOU MUST SUBMIT A COMPLETE APPLICATION FOR EACH SCEP/STEP POSITION YOU WISH TO BE CONSIDERED FOR.**

(Submit this questionnaire along with resume, proof of current enrollment, degree plan, and copy of transcript)

<b>NAME</b>					<b>SOCIAL SECURITY #</b>		
<b>(Last, First, MI)</b>							
<b>UNIVERSITY OR COLLEGE:</b>							
<b>PERMANENT RESIDENCE ADDRESS:</b>							
<b>SCHOOL RESIDENCE ADDRESS:</b>							
<b>E-MAIL ADDRESS</b>					<b>COUNTRY OF CITIZENSHIP</b>		
<b>CLAIMING VETERAN PREFERENCE:</b>	<b>No</b>		<b>Yes</b>		<b>If yes, DD-214 must be submitted.</b>		
<b>HOME TELEPHONE #</b>				<b>SCHOOL TELEPHONE #</b>			
<b>DEGREE PROGRAM:</b>			<b>BA/BS</b>			<b>MA/MS</b>	<b>PhD</b>
<b>PROJECTED GRADUATION DATE: (MONTH/YEAR)</b>							
<b>MAJOR:</b>							
<b>TARGET OCCUPATION FOR WHICH YOU ARE INTERESTED:</b>							
<b>(Select target occupation(s) from list above)</b>							
<b>CUMULATIVE GPA</b>			<b>MAJOR</b>				
<b>Are you willing to work in rural/small communities:</b>				<b>Yes</b>		<b>No</b>	<b>Population Size:</b>

**MARK THE TARGET OCCUPATION THAT YOU ARE INTERESTED IN APPLYING TO:**

Mark Here (X)	ACADEMIC MAJOR(s)	Degree Level	TARGET OCCUPATION	NUMBER OF POSITIONS	
				SCEP	STEP
	Business Administration or any major	Bachelors	Realty Specialist	1	0
	Forestry, or a related subject-matter field that included a total of at least 30 semester hours in any combination of biological, physical, or mathematical sciences or engineering, of which at least 24 semester hours of course work were in forestry.	Bachelors	Forester	1	0
	Business Administration	Bachelors	Contracting Specialist	1	0
	Wildlife Biology	Bachelors	Wildlife Biologist	1	0
	Forestry (Recreation) With an emphasis in Recreation/Natural Resources. Forestry (Fire) with an emphasis in Fire Management	AAS or BS	Forestry Technician (Recreation and Fire)	4	2
	Biology or a related field with 30 semester hours in basic and applied biological sciences. Nine (9) hours must be in ecology and 12 hours in physical and mathematical sciences	Bachelors	Ecologist	1	0
	Natural Resources Management with an emphasis in interpretation	Bachelors	Conservation Education Coordinator	1	0
	Education, Forestry, Natural Resources Management	Bachelors	Conservation Education	0	4

**BRIEFLY DESCRIBE WHY YOU ARE INTERESTED IN A CAREER WITH THE FOREST SERVICE:**

**BRIEFLY DESCRIBE YOUR CAREER GOALS:**

**BRIEFLY DESCRIBE ANY VOLUNTEER WORK, INTERESTS, INVOLVEMENT IN ORGANIZATIONS, LANGUAGES SPOKEN, AWARDS/RECOGNITION RECEIVED, or TRAINING THAT HIGHLIGHTS YOUR SKILLS AND ABILITIES:**

**BRIEFLY DESCRIBE WORK EXPERIENCE RELATED TO MAJOR FIELD OF STUDY:**

**IDENTIFY HOW YOU LEARNED OF THESE OPPORTUNITIES:**

	Career Fair/ Event		USDA FS Recruiter(name if known)	
	Forest Service School Liaison		School Counselor/Career Services Office	
	Friend/Relative working for agency		Eastern Region Website	
	Other			

(Applicant's Signature)		(Date)

Applicants for positions with the Eastern Region Student Career Experience Program (SCEP) are requested to provide the following information for statistical purposes only. The information will be used to evaluate the Eastern Region recruitment and hiring activities. Public Law 93-579 (Privacy Act of 1974) permits solicitation of personal information. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Your failure to do so **will not affect the processing of your application.** Your cooperation is appreciated.

1. Which of the following best describes your current education status? (Check no more than two.)

<input type="checkbox"/>	01	Doctorate Degree Program
<input type="checkbox"/>	02	4-Year Baccalaureate Degree program
<input type="checkbox"/>	03	2-Year Associate Degree Program

2. Which of the following describes your veteran preference status? (Check One.)

<input type="checkbox"/>	01	None	<input type="checkbox"/>	04	10 point compensable
<input type="checkbox"/>	02	5 point	<input type="checkbox"/>	05	10 point other
<input type="checkbox"/>	03	10 point disability	<input type="checkbox"/>	06	10 point/30%compensable

3. Which of the following describes your race/national origin? (Check one.)

<input type="checkbox"/>	A	American Indian/Alaskan Native
<input type="checkbox"/>	B	Asian or Pacific Islander
<input type="checkbox"/>	C	Black, not of Hispanic origin
<input type="checkbox"/>	D	Hispanic
<input type="checkbox"/>	E	White, not of Hispanic Origin
<input type="checkbox"/>	Y	Not Hispanic, Puerto Rico
<input type="checkbox"/>	Q	All Other Asian or Pacific Islander in Hawaii

4. Which of the following best describes your disability status? (Select all that apply.)

<input type="checkbox"/>	01	No disability	<input type="checkbox"/>	06	Complete paralysis
<input type="checkbox"/>	02	Hearing impairment	<input type="checkbox"/>	07	Convulsive disorder
<input type="checkbox"/>	03	Vision impairment	<input type="checkbox"/>	08	Mental retardation
<input type="checkbox"/>	04	Missing extremities	<input type="checkbox"/>	09	Mental or emotional illness
<input type="checkbox"/>	05	Partial paralysis	<input type="checkbox"/>	10	Severe distortion of limbs and/or spine
<input type="checkbox"/>	11	I have a disability not listed			

5. Are you: (Check one.)  Male  Female

# Application Checklist

**To Be Considered all materials must be sent together! No Exceptions**

- Completed application
- Degree Plan/Major Course of Study Requirements – list of courses required to complete Major
- Resume – Resume must include the following:
  - Social Security Number
  - Recruitment Bulletin Number - **SCEP\_STEP-2012ER**
  - Both paid and non-paid work experience (include start dates month/year)
  - Education
  - Training
  - Awards/Commendations
- Current transcripts (**An unofficial transcript is acceptable.** If you are selected for the position an official transcript will be requested)
- Proof of enrollment or acceptance letter
- (If applicable) Copy of DD-214, Report of Separation from Active duty

**THANK YOU FOR FILLING OUT THIS FORM**



***THE DEPARTMENT OF AGRICULTURE IS AN EQUAL OPPORTUNITY EMPLOYER***

**Caring for the Land and Serving People**