

Position Title

NASA's Pathways Intern Employment Program
(Student Trainee)

Organization

WAH10 / OFFICE OF INSPECTOR GENERAL
HQS

NASA Announcement Number

IG13P0001

Vacancy Type

Case File

OPM Control Number / Status

337854900 / Posted

Salary Range

\$30,456 - \$34,881

<http://www.usajobs.gov/GetJob/ViewDetails/337854900>

Open Dates

02/14/2013 - 02/28/2013

Pay Plan - Series / Grade (Low, High, Potential)

GS - 0399 / 04, 05, 05

Position Information

Multiple schedules / Internships

Duty Location

240710033 - Greenbelt, MD (Few)
110010001 - Washington DC, DC (Few)
060000037 - Los Angeles County, CA (Few)

Who May Be Considered

Students enrolled or accepted for enrollment in an accredited educational institution.

Citizenship Required

True

Job Summary

This program is for current students and individuals accepted for enrollment in a qualifying educational program. The Pathways Intern Employment Program (IEP) provides students with paid opportunities to work and gain valuable on-the-job training and experience while still in school. This program further exposes students to jobs in the Federal civil service by providing meaningful development work at the beginning of their career, before their careers paths are fully established.

Comments

Your salary will vary depending on the duty location of the position being filled.

Marketing Summary

The NASA Office of Inspector General (OIG) conducts audits, reviews, and investigations of NASA programs and operations to prevent and detect fraud, waste, abuse, and mismanagement and to assist NASA management in promoting economy, efficiency, and effectiveness. The OIG consists of approximately 200 auditors, analysts, specialists, investigators, attorneys, and support staff at NASA Headquarters in Washington DC, and NASA Centers throughout the U.S.

Key Requirements

1. U.S. Citizenship is required
2. See "How to Apply" section regarding application requirements
- 3.
- 4.
- 5.

Total number of openings

No total openings data

Major Duties

Interns will perform a wide variety of duties in the clerical, administrative, scientific and professional fields designed to meet OIG's mission. This internship will provide a learning opportunity for students enrolled in a field of study to enhance their future goals and improve their knowledge with work experience in a working environment.

General Qualifications

Interns must meet the qualification requirements consistent with NASA and the OPM qualification standards applicable to the position being filled.

For GS-4: Completion of 1 academic year of post-high school study. (The 1 academic year is the equivalent of 30 semester hours or 45 quarter hours.)

For GS-5: Completion of 2 academic years of post-high school study leading to a bachelor's or higher degree. (The 2 academic years is the equivalent of 60 semester hours or 90 quarter hours.)

Educational Qualifications

Many NASA positions have specific educational requirements, so we encourage you to provide a complete description of your educational achievements. Qualification requirements depend on the job being filled. Specific requirements will be identified in each vacancy announcement.

Requirements

The following Pathways program and educational requirements listed below **MUST** be met in order to qualify for this position:

- Must be enrolled, or formally accepted for enrollment, and seeking a degree (e.g. diploma or certificate) on a full or half-time basis in an accredited educational institution. (NOTE: Enrollment in a certificate program is valid if pursuing a post-secondary education equivalent to at least one academic year of full-time study that is part of an accredited college-level, technical, trade, vocational, or business curriculum.)
- Must maintain at least an overall 2.9 GPA or higher on a scale of 4.0.
- Must sign a Pathways Internship Program Participant Agreement which, in part, requires you to: furnish course registration information at the start of each school term; provide verification of academic status (transcript) at the end of each academic term; and complete your educational program within specified timeframes in accordance with NASA's Pathways Intern program requirements.

NOTE: Students must be able to complete 640 hours of work experience prior to completing degree requirements in order to receive consideration for conversion to a permanent or term position. Conversion is at the option of the Agency and students who successfully complete all education, work and other eligibility requirements of the program may be considered for conversion upon completion of degree requirements. Conversion is not guaranteed.

How You Will Be Evaluated

Candidates will be assessed either based solely on basic eligibility requirements or may include a qualitative rating of candidates. NASA Pathways candidates will meet the qualification requirements consistent with the OPM qualification standards applicable to the position being filled. Veterans' preference applies to all selections made under the Pathways authority in accordance with Part 302 of 5 CFR. Candidates who meet the minimum qualification requirements need not be further evaluated; however, if no further evaluation is done, qualified veterans have absolute preference. If candidates are further evaluated using NASA's category rating process, qualified veterans have absolute preference within the appropriate category.

Benefits

NASA offers excellent benefit programs and competitive salaries. To learn more about pay and benefits at NASA, visit the [NASA Jobs website](http://nasajobs.nasa.gov/benefits/benefits.htm).

Other Information

Any applicant tentatively selected for this position may be required to undergo a pre-employment background investigation.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Your USAJobs account asks you to assign a name to each of your resumes. When you apply to a NASA position, we will show you the text of the resume you have submitted, but we do not maintain the name you have assigned to that resume. If you wish to keep track of that information, we recommend you make note of it at the time you apply.

In order to receive preference in hiring, you must clearly identify your claim for veterans preference on your resume. NASA's *Applicant Guide* (https://resume.nasa.gov/applicant_guide.htm *target=_blank* *target=_blank*) provides the information needed to assist you in determining whether or not you can claim 5 or 10 point veterans preference.

How to Apply

This vacancy is being filled through NASA STARS, an automated Staffing and Recruitment System. NASA partners with USAJOBS in providing a seamless application process. Before you begin the application process, please read the vacancy announcement carefully and have all required information available. You may begin the process of submitting your resume by clicking on the 'Apply Online' link.

In order to be considered, you must submit a resume completed on the USAJOBS site.

TO RECEIVE CONSIDERATION, YOU MUST IDENTIFY ALL OF THE INFORMATION BELOW. INSERT THIS INFORMATION INTO THE REQUIRED FIELDS, IN THE EDUCATIONAL SECTION, OR WITHIN THE ADDITIONAL INFORMATION SECTION OF YOUR RESUME. FAILURE TO DO SO MAY PREVENT FURTHER CONSIDERATION.

EDUCATION section:

- school name
- degree/level attained
- completion date of degree attained or expected date of degree completion
- academic major/minor
- cumulative grade point average
- total credits earned

RELEVANT COURSEWORK box:

- relevant coursework related to the position
- current enrollment status (e.g., enrolled as of month/year)

IF THIS INFORMATION IS NOT PROVIDED, YOUR EDUCATION MAY NOT BE APPROPRIATELY EVALUATED AND YOU MAY LOSE CONSIDERATION FOR THIS POSITION. IF YOU ARE SELECTED FOR THIS POSITION, YOU WILL HAVE TO PROVIDE AN OFFICIAL COPY OF YOUR TRANSCRIPTS PRIOR TO ENTERING ON DUTY.

When completing your USAJOBS resume, please remember that NASA limits resumes to the equivalent of approximately SIX typed pages, or approximately 22,000 characters including spaces. You will NOT be allowed to complete the application process if your resume is too long or if your resume was uploaded to USAJobs from a second source. Additionally, NASA does not accept documents attached through USAJobs' document attachment feature.

Once you submit your resume to NASA, you will be asked to complete a short series of additional questions. You must finish the entire process in order to have a complete application package and receive consideration. Your answers will not be saved unless you finish the entire application.

If you are unable to apply electronically for this position, submit your resume and supplemental questions to: National Aeronautics and Space Administration (NASA), Resume Operations Center, Mailstop: HS50, Marshall Space Flight Center, AL 35812. DO NOT submit your resume directly to the Center advertising

this vacancy. Mailed resumes must be received by the close of business on the closing date of the announcement. Hard copy resumes requirements are provided at: [Hard Copy Resume Requirements](#).

If you are a first time applicant, we recommend that you review NASA's Applicant Guide to ensure that you are providing a complete resume. Failure to submit the supplemental data and a resume that contains all of the required information may result in loss of consideration for positions in which you are interested.

All applications must be received by the closing date of the announcement.

Required Documents

NASA's application process has been specifically developed to ensure that we only ask you for the information we absolutely need to evaluate your qualifications and eligibility. In order to apply for this position, you only need to submit your resume and answer the screening questions and supplemental information. No additional documentation is accepted at the time of application. (For example you need not submit narrative KSA statements; they are not required and will not be evaluated.) In this way we allow you to focus on preparing a resume that best describes your background and abilities. For assistance in preparing your resume, consult the *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html *target=_blank*). Nothing further is required until requested by the Human Resources Office. At that point, we may ask you to submit documentation to support statements made in your resume. For example, we may ask you to provide academic transcripts or proof of Federal employment status. If you are claiming veterans' preference, we may ask you to submit proof of veterans' preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form). If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

Contact

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What to Expect Next

After applying through USAJobs and you are found qualified, you may be referred to the Selecting Official for further consideration. Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the Selecting Official. Individuals with priority for special consideration must be considered and selected before other candidates.