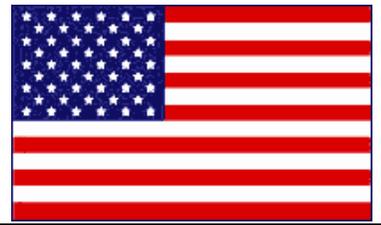




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-09-0175-LS	2. <u>Title, Series, Grade, Salary</u> Student Trainee (SCEP) (090156) GS-299-3 \$25,758 to \$33,483 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Various	4. <u>Duty Station</u> Human Resources Management Division, Portland Division
5. <u>Type & Number of Vacancies</u> Student 1 Part-time position	6. <u>Contact</u> Human Resources 503-273-5236	7. <u>Opening Date</u> 03/13/09	8. <u>Closing Date</u> 03/20/09

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any U.S. Citizen who is eligible under the SCEP Program.

MAJOR DUTIES:

This Student Career Experience Program (SCEP) provides for study supplemented by study-related work experience. SCEP participants pursue a baccalaureate curriculum in which the work experience is related to the student's academic/career goals. This work experience must be carried out in accordance with a planned schedule. SCEP participants who successfully complete this program may be considered for conversion to regular (Career-Conditional, Term, or if appropriate Career) appointment in the VA.

This position is established in Human Resources Management Division, Portland VA Medical Center. This position's purpose is to provide work that is directly related to the students' educational program and career goals under the Student Career Experience Program (SCEP) allowing the student to acquire and increase their knowledge, skills and ability in the field of business administration and human resources. The student will work under the guidance of the supervisor and will assist administration and office support personnel in non-routine and progressively responsible duties which are directly related to the student's academic studies and occupational career goals. The individual will perform well-defined tasks in various aspects of the occupational specialty. Specific duties will be dependent upon the occupational specialty that corresponds to the college major in preparation for more progressively difficult tasks.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: To be considered for a SCEP position, a student:

- Must meet all eligibility requirements referenced in 5 CFR 213.3202(b) on the Student Career Experience Program (SCEP).
- Must be in attendance at and enrolled in a baccalaureate curriculum and recommended appointment by the school. Eligible students would be pursuing a degree in Human Resources Management or similar area of study.
- Must be a citizen of the United States, or lawfully admitted as a permanent resident or otherwise authorized to be employed and paid.
- May be the relative of an employee of the Department of Veterans affairs only if permitted by 5 CFR 213.3202 (a)(7) and 5 CFR, part 310.
- Must maintain, based on a 4-point scale, a 2.0 average in course in the major field of study and in the overall academic program. The student's overall record must indicate the potential for successful completion of all requirements for graduation. GS-3, completion of at least one (1) academic year of post high school study. An academic year of undergraduate education is defined as 30 semester hours, 45 quarter house, or the equivalent in an accredited college or university. (Transcripts must be submitted to verify education requirement.)

CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Applicants without prior federal service will be appointed at step one of the grade
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

(Continued on next page)

- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Applicants must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference: if applicable.
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. A copy of your college transcripts.

All application packets must be received in Human Resources by Close of Business (COB) on 03/20/09.

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>.

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-09-0175-LS

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**