



## U.S. Fish and Wildlife Service

### Student Career Experience Program

The U.S. Fish and Wildlife Service (Service) is the principal Federal agency assigned to the protection, conservation, and enhancement of fish, wildlife, plants, and their habitats.

To accomplish its mission, the Service employs many of the country's best biologists, wildlife managers, engineers, realty specialists, law enforcement agents, and others who work to save endangered and threatened species and conserve migratory birds and inland fisheries.

The Service provides expert advice to other Federal agencies, industry and foreign governments; and manages more than 700 offices and field stations.

The Student Career Experience Program (SCEP) was established to recruit high quality employees into Federal service, to support equal employment opportunity objectives, to provide exposure to public service, and to promote education.

#### **To be eligible for the SCEP, students must be:**

- At least 16 years of age.
- A U.S. citizen. Lawfully admitted resident aliens may be considered absent qualified citizens; however, students accepted into the program as trainees must be U.S. citizens if

and when they are converted to permanent appointments after graduation.

- Enrolled or accepted for enrollment in a program of study leading to a degree, diploma, or certificate, at an accredited high school, technical or vocational school, two or four year college or university, graduate or professional school.
- Taking at least a half-time course load as defined by the school. An exception to this requirement is permitted when a student is in the final period before graduation and needs to complete less than a half-time course load.
- A student in good standing with the academic institution and maintaining the grade point average (GPA) requirements of the school.

#### **Student trainees in the SCEP must:**

- Meet qualifications/suitability requirements.
- Be employed by the Service in a position related to the student's academic field of study.
- Be either working for the Service, attending school, or both, at any time during the year.

- Meet performance and conduct standards during periods of work with the Service.

#### **Other program parameters include:**

- A written agreement must be initiated by the Service and signed by all parties (the student, the school, and the Service).
- The student must complete at least 640 hours (16 weeks) of career-related work with the Service prior to completion of or concurrently with academic course requirements.
- Appointments may be made at any grade for which a student qualifies, under either the General Schedule or Wage Grade. Those under the General Schedule are eligible for locality pay, and if applicable, special pay rates.
- Students are eligible for health insurance, life insurance, retirement, and leave accrual on the same basis as permanent employees with comparable work schedules.
- The Service may provide for financial assistance, which always includes salary, and may include tuition assistance; travel and transportation expenses between the school and duty station; and low or no-cost housing.

For more information, contact Arlene Pangelinan at 808-541-3441.

- Work schedules may be part-time, full-time, alternating, or concurrent with course work. The work schedule should not interfere with student's academic schedule.

**After graduation, students:**

- Must meet qualification standards for the target position.
- Are eligible for non-competitive conversion to a career or career conditional appointment within 120 days of degree conferment and satisfactory completion of SCEP program requirements.
- May be converted within the Service or to a position in another Federal agency.