**Naval Surface Warfare Center**

**Panama City Division**

**2012 Student Temporary Employment Program (STEP)**

**Job Title:** Student Trainee

**Series & Grade:** NG-I

**Salary Range:** $20,324 - $36,384 annually (determined by qualifications/experience)

**Open Period:** January 23, 2012 - February 10, 2012

**Position Information:** Full-time temporary (Note: Positions are limited this year)

**Location:** Panama City, Florida

**Who may be considered:** Applications will be accepted from United States citizens.

**Qualifications:**

* Applicants must be at least 18 years of age by May 01, 2012.
* Applicants must be current high school junior, senior, or equivalent  or enrolled in a college or university.
* Applicants should demonstrate interest in pursuing a college major in physics, math, electrical/electronic, mechanical, computer/software engineering by having completed higher level math and science courses and participated in math/science related extra-curricular activities. Completion or current enrollment in advanced computer science courses, pre-calculus or calculus math, and physics is recommended. A limited number of positions will also be available for students with an interest in business.

**Job Summary:**

The Naval Surface Warfare Center, Panama City Division (NSWC PCD) will employ a limited number of student workers during the summer of 2012 to support various ongoing research and development  primarily in engineering and scientific fields. Work assignments will support ongoing efforts and may require basic computer/software engineering, electrical/electronic engineering, mechanical engineering, math and/or general physical science skills. Work assignments will require the ability to understand theory and the practical application of scientific principles. Attempts will be made to assign students to areas relating to their career interests. Students will also be employed to work in the business operations codes.

**Benefits:**

* Students will accrue annual and sick leave while in a work status.
* Students scheduled to work Federal holidays will be paid for those days.

**Conditions of Employment:**

* Only US citizens can be employed.
* Appointment and continued employment throughout the summer is contingent upon the student’s ability to obtain and maintain a secret security clearance, including a command granted interim clearance.

**Additional Information:**

* Appointments will begin June 18, 2012 and end no later than August 10, 2012.
* The normal schedule is Monday through Friday, excluding Federal holidays. Working hours will not exceed eight hours per day, forty hours per week.
* Students are responsible for transportation to and from work.
* Students are responsible for housing arrangements.
* Student workers shall observe all rules and regulations of NSWC PCD.
* Students selected to participate will receive a letter containing all requirements and procedures.
* Selections will be made no later than February 29, 2012
* All applicants will be notified by email no later than March 7, 2012 of the status of their application.
* Orientation will be held for all selected students on June 18, 2012.
* **Application package must be received no later than February 10, 2012 at 11:59 pm CST.** Please use only the attached form. ALL portions of the application must be completed. Incomplete packages could result in non-consideration.
* Additional questions should be directed to: NSWCPCD\_Recruiting@navy.mil or Kim Lucas at 636-6181.

**How to Apply:**

1. Submit the following by email or US Postal Service (listed below):
	1. Completed Student Application (with citizenship clearly annotated on the application).
	2. One-half page statement describing why you would like to participate in STEP. Include a description of your academic/career plans.
	3. **HIGH SCHOOL STUDENTS** should have bottom portion of application completed by a guidance counselor.
	 **COLLEGE STUDENTS** should include unofficial college transcript (s) or a list of college courses completed (from all institutions attended) listing GPA, total number of quarter/semester hours and the grade for each class. Official college transcripts may be requested at a later date.

**Email USPS**

|  |  |
| --- | --- |
| **NSWCPCD\_Recruiting@navy.mil**Subject Line: STEP Application | ATTN: SUMMER TEMPORARY EMPLOYMENT PROGRAMNAVAL SURFACE WARFARE CENTER, PCDHUMAN RESOURCES DIVISION, CODE B11(Kim Lucas)110 VERNON AVENUEPANAMA CITY, FL 32407-7701 |

**EEO Policy Statement:**

The Naval Surface Warfare Center, Panama City Division 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.