

***hNote: Applications for Student Temporary Employment Program (STEP) will be accepted between February 12 and March 09, 2010.***

## **Student Employment Opportunities**

The Student Educational Employment Program (SEEP) provides Federal employment opportunities for degree seeking students. Students must be enrolled at least half-time in academic, technical, or vocational courses at an accredited high school, technical, vocational, 2-year or 4-year college or university, graduate or professional school.

There are two options for student employment within the National Weather Service (NWS), Alaska Region: 1. Student Temporary Employment Program (STEP); and 2. Student Volunteer Program. Applicants must meet the eligibility requirements listed below:

### **Eligibility Requirements:**

1. Must be a student currently enrolled, or accepted for enrollment as a degree-seeking student (diploma, a certificate, etc.);
2. Must be at least the minimum age (16 years of age) required by federal, state or local laws and standards governing the employment of minors;
3. Must be taking at least half-time academic, vocational, or technical courses at an accredited high school, technical or vocational school, 2-year or 4-year college, university, graduate or professional school, and;
4. Must be a U.S. citizen, or a U.S. national (resident of American Samoa or Swains Island).

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

The STEP position is a paid position for up to 120 days. While in the position, the student's duties do not have to be related to their academic career goals; however, interest in meteorology, hydrology or computer/electronics systems are preferred. STEP applications are evaluated and competitively selected by one of the National Weather Service offices listed below.

- [Regional Headquarters in Anchorage](#), (SIB) Systems Integration Branch \*
- [Weather Forecast Office \(ANCFO\) Anchorage](#)
- [Weather Forecast Office \(FAIFO\) Fairbanks](#)
- [Weather Forecast Office \(JNUFO\) Juneau](#)
- [Alaska/Pacific River Forecast Center \(AP/RFC\) Anchorage](#)
- [Alaska Aviation Weather Unit \(AAWU\) Anchorage](#)
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*\*Note:* The position in Regional Headquarters, Systems Integration Branch is in the Information Technology and/or Computer field. *Office links* are provided at bottom of document.

## How to Apply:

1. Interested applicants must complete an Optional Application for Federal Employment.
  - o [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)
2. On the Optional Application for Federal Employment (OF 612), fill in the Job Title and Announcement Number blocks as follows:
  - o The Job Title: STEP Summer FY 2010
  - o The Grade: Leave Blank (Grade determined by applicant provided information)
3. The Announcement Number: STEP 2010
4. Provide a separate description (letter or memo format) identifying your reasons for wanting to work for the NWS and how you hope to benefit from the experience. This is a required part of the application package and your application will not be considered without it.
5. Provide a *copy* of transcripts for all courses showing semesters or quarters hours on the application (computer generated is acceptable).
6. Provide proof that you are registered for the upcoming semester/quarter (copy of your registration or a letter from a counselor or administration).  
*Note:* If selected, employment history and transcripts will be used in determining your grade/pay. Therefore, if you have related work experience, please describe fully and state the number of hours worked per week.
7. Send the package to:

NOAA/NWS  
Attn: Chief of Administration  
222 West 7th Ave. #23, Room 517  
Anchorage, Alaska 99513-7575  
907-271-3459  
[karolyn.maldonado@noaa.gov](mailto:karolyn.maldonado@noaa.gov)

All applications must be post marked no later than March 09, 2010.

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## Student Volunteer Positions

The NWS Alaska Region offers unpaid training/experience opportunities to students in high school and college. While in these positions, students can study in any area, including meteorology, hydrology or computer/electronic systems. The program allows you to explore career options as well as develop your personal and professional skills. As a student volunteer, you will be exposed to the federal work environment and will learn about the mission and responsibilities of NWS Alaska Region.

Students may volunteer for up to 30 working days. The days do not have to be consecutive. In all cases, prior to participation, the student and the NWS Office Supervisor will enter into an agreement with the school to recognize the joint commitment. The agreement shall outline the

responsibilities of each partner. It should also identify the type (s) of assignment (s), the conditions under which you will work, and the weekly work schedule.

### **Why would you want to be in the Student Volunteer Program?**

The Student Volunteer Program can enrich your future. Some of the benefits include:

- Career exploration early in your academic studies.
- Exposure to new and emerging occupations and professions.
- Academic credit for the work you perform (shall be determined by your academic institution).
- Work experience which will enhance your ability to obtain paying jobs in the future.
- Student volunteer assignments will differ, but all promise to be stimulating and rewarding.

### **How do you become a Student Volunteer?**

If you are considering becoming a student volunteer with the NWS Alaska Region, contact the Supervisor of the office where you would like to work.

These positions can be established at Regional Headquarters in Anchorage, WFO Anchorage, WFO Fairbanks, and WFO Juneau or at the various WSOs' located at remote sites. A complete list of weather offices, along with contact information can be found <http://www.arh.noaa.gov/wxoffices.php>.

After the decision is made to become a Student Volunteer, the NWS Office Supervisor will provide the students with the necessary forms. If the student is less than 18 years of age, forms are provided to the parent or guardian. The school is a party to completion of forms.

If you have questions about student employment, contact:

Karolyn Maldonado  
NOAA/NWS Admin. Div.  
222 West 7th Ave. # 23, Room 517  
Anchorage, Alaska 99513-7575  
907-271-3459  
[karolyn.maldonado@noaa.gov](mailto:karolyn.maldonado@noaa.gov)

Links:

<http://www.arh.noaa.gov/>  
<http://pafc.arh.noaa.gov/>  
<http://pafg.arh.noaa.gov/>  
<http://pajk.arh.noaa.gov/>  
<http://aprfc.arh.noaa.gov/>  
<http://aawu.arh.noaa.gov/>