STUDENT EMPLOYMENT PROGRAMS

Cooperative Education Program (CO-OP) •
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COOPERATIVE EDUCATION PROGRAM (CO-OP)

Cooperative Education is a planned and progressive educational program that offers opportunity from high school through graduate study. The CO-OP program is designed to be a partnership between you, your school and the Corps. CO-OP combines academic classroom learning with practical, on-the-job experience which provides students with a paid work experience in their field of study.

Eligibility

The program is open to full-time high school, undergraduate and graduate college students in accredited educational institutions. Students must be at least 16 years of age, maintain good academic records and be a U.S. Citizen or a permanent resident provided that U.S. citizenship is achieved by time of graduation.

Work Periods

There are many ways to work in the Federal Cooperative Education Program. Some schedules may alternate full-time work with full-time semesters or quarters of study. Others may provide for part-time work with parallel periods of study. Installations, schools and students design schedules that work best for them.

Pay and Benefits

As a co-op student, you start earning a salary from the first day. Your initial rate of pay will depend upon your current education and work experience.

As you advance in responsibility, your pay reflects your talents and contributions.

As a co-op student, you will receive benefits right from the

"My CO-OP experiences not only helped me to gain job experience, but also helped me during the quarters I was back in school. I had a better understanding of topics that were covered in class because I had first-hand experience."

Deborah F. Dent
Information
Management Specialist

start. The benefits you are automatically eligible for are:

- paid vacation days, holidays and sick leave;
- health and life insurance; and
- retirement/investment plans.
- you may be eligible for training and tuition assistance.

Conversion To Permanent Employment

Upon successful completion of all your work study and degree requirements you will be eligible to be converted non-competitively to a permanent position within the competitive service within 120 calendar days of graduation.

How Can You Apply for This Program?

Participating schools must have a Cooperative Education Program; students must participate in their school's program and must apply through their school's Co-op Coordinator. All Applicants must include a transcript of grades or OPM form 1170/17 (List of College Courses and Record of Scholastic Achievement) along with the SF-171, Application for Federal Employment.

The Federal Junior Fellowship Program

The Federal Junior Fellowship Program gives selected outstanding graduating high school seniors the opportunity to earn money for college while they learn about their chosen careers through related work experiences.

As a Junior Fellow, you may work part-time while attending college and full-time during summers and other vacation periods. You will be employed in a position where you can apply your academic studies to actual work experiences and where you will gain first-hand knowledge of the Corps of Engineers.

Eligibility

You are eligible for the Federal Junior Fellowship Program if you:

- are a graduating high school senior;
- have an outstanding academic record;
- are planning to attend or have been accepted for admission into a baccalaureate, an associate degree or an undergraduate certificate or diploma program;
- qualify under the financial needs criteria based upon family income (except those who qualify as disabled students); and
- meets U.S. citizenship requirements by graduation.

Pay and Benefits

As a Federal Junior Fellow, your initial rate of pay will be based on your current education and work experience. As you advance in responsibility, your pay takes into account your contributions and talents. Pay-for-performance systems have been established to provide increases and awards for motivated Federal Junior Fellows.

As a Federal Junior Fellow you will be eligible to receive the following benefits:

- paid vacation days, holidays and sick leave;
- health and life insurance;
- retirement/investment plans; and
- training and tuition assistance.

Conversion To Permanent Employment

Federal Junior Fellows who have met the qualification requirements through education and experience, are eligible to convert non-competitively to a permanent position within the competitive service within 120 calendar days of degree completion.

How Can You Apply for This Program?

If you are interested in becoming a Federal Junior Fellow, you should ask the officials at your high school for more information about the application process.

STAY-IN-SCHOOL PROGRAM

The Stay-in-School Program provides Federal employment to highly qualified students who need financial assistance to continue their education. Stay-In-School students work a maximum of 20 hours per week during the academic term and may work 40 hours per week during vacation periods. The student positions are covered by one-year renewable appointments.

Eligibility

You are eligible for a Stay-In-School assignment if you are:

- enrolled as a full-time student (or have been accepted for enrollment) in an accredited high school, vocational school, associate degree or baccalaureate program;
- working toward a diploma, certificate or degree;
- maintaining a satisfactory academic record;
- at least 16 years of age at the time of appointment;
- a U.S. Citizen
- in need of earnings (except those who qualify as disabled students) and qualify under the financial needs criteria based upon family income.

Pay and Benefits

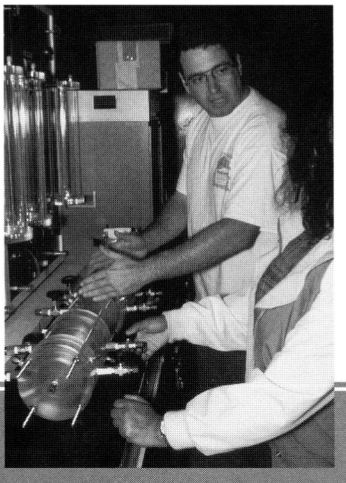
As a Stay-In-Schooler, your rate of pay will depend upon your current education and work experience. As you advance, you will be eligible for promotions, awards and other pay increases. Also, you will be entitled to other benefits including paid vacation days, holidays and sick leave.

How Can You Apply for This Program?

The Corps of Engineers recruits candidates directly from schools or through local State Employment or Job Service Offices. You can contact your school or the offices mentioned above and they will assist you in getting started. You may also send your completed SF-171 Application for Federal Employment directly to the Corps Human Resource Office in your local geographic area.

"I started with the Corps in tenth grade in their summer program, even then I knew I wanted to be an environmental engineer... this is a good future."

Mark Zappi
Research Environmental Engineer



SUMMER AID

The Summer Aid Program provides summer employment for economically disadvantaged youths. Under this program, students use skills they already possess and, through special training and on-the-job experience, develop new skills. Most summer employees work full-time during the summer period starting after May 12 and ending September 30.

Eligibility

You are eligible for a Summer Aid assignment if you are:

- at least 16 years of age at the time of appointment
- in need of earnings (except those who qualify as disabled) and qualify under financial needs criteria based on family income
- a U.S. Citizen

Pay

Youths in this program are paid the Federal minimum wage. Pay will be set at a higher level for high school graduates and above.

How Can You Apply for This Program?

The Corps of Engineers recruits candidates directly through the State Employment or Job Service Offices. If you are in school, your placement office can assist you. You may also submit your application for Federal employment directly to a Corps office in the geographic area where you are seeking employment.

Summer Employment Program

Each year between May 12 and September 30 the Corps participates extensively in the Federal Summer Employment Program. This program is both a training and a work opportunity which offers temporary employment for students who can only work during the summer months to earn money to return to school. The Summer Employment Program offers various employment opportunities ranging from office support to trade and labor jobs to professional positions.

Eligibility

A Summer Employment Program applicant must meet the following requirements:

- be at least 16 years of age at the time of appointment; and
- qualify for the position based on experience and/or education.

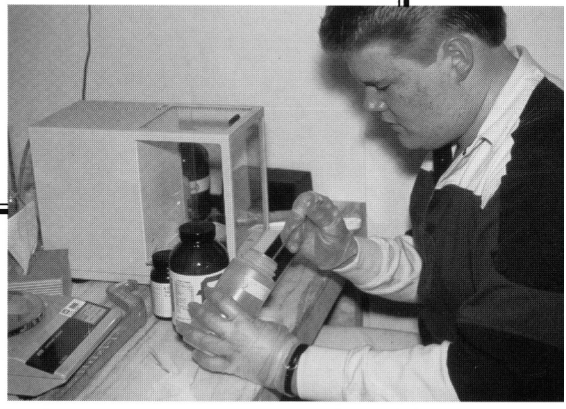
Pay

As a Summer Employee, your rate of pay will depend upon current education and work experience.

How Can You Apply for This Program?

Application deadlines vary for summer jobs. Apply early in the year. Information on eligibility and application procedures is available at each Corps of Engineers Office. Contact the office in the geographic area in which you wish to work.

Information about Summer Employment Opportunities can also be obtained by contacting the Office of Personnel Managment or Federal Job Information Center nearest the location where you are seeking summer employment.



The Student Volunteer Program

The Student Volunteer Program is an unpaid work opportunity which allows you to explore various occupations. This program can enrich your future career by:

- *exposing you to the Federal work environment;*
- *providing you with an opportunity to become involved in early career exploration; and*
- *developing your interest in new and emerging occupations and professions.*

Eligibility

You are eligible for a Student Volunteer work experience with the Corps if you are enrolled at least part-time in an accredited high school or trade school; technical or vocational institute; junior college; four-year college or university; or other accredited educational institution.

You, your school and the Corps of Engineers activity involved determine the work schedule best suited to meet your needs. In addition, some schools may award academic credit for the work performed. Also, your volunteer service may be considered as related work experience when you later compete for permanent employment with the Federal Government.

If you are interested in becoming a Student Volunteer with the Corps of Engineers, contact the Corps activity for which you wish to work or your school's placement office.