

PATHWAYS INTERNSHIP STUDENT TRAINEE (CLERICAL)

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

Open & closing dates

🕒 2018-03-26 to 2018-03-28

[? Help](#)

Pay scale & grade

GS 4

Salary

\$30054.00 to \$39067.00 / per year

Appointment type

Internships

Work schedule

Full-Time

Locations

[? Help](#)

📍 Douglas, Arizona

Few vacancies

📍 Nogales, Arizona

Few vacancies

📍 San Luis, Arizona

Few vacancies

📍 Tucson, Arizona

Few vacancies

Relocation expenses reimbursed

No



This job is open to

Clarification from the agency

For details regarding who can apply for this Job Opportunity Announcement please see the Summary section.

Apply



Announcement number

OFO-DE-10155435-TJC

Control number

494146400

Duties



Summary

The **Pathways Program** is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service. Apply for this exciting opportunity to strengthen the Department's ability to protect the homeland by analyzing and refining existing work methods and developing new methods and procedures.

Who May Apply:

U.S. Citizen students who are currently enrolled or accepted for enrollment on at least a half-time basis at a qualifying accredited educational institution in a certificate, degree, or diploma program

View [common definitions](#) of terms in this announcement.

Organizational Location: This position is with the Department of Homeland Security, within U.S. Customs and Border Protection, Office of Field Operations, Tucson Field Office. Locations are: Tucson, AZ, Douglas, AZ, San Luis, AZ, and Nogales, AZ.

Positions are temporary and may be extended in one year increments at management's discretion if the student continues to meet the requirements of the Pathways Internship Program. The internship confers no right to permanent placement into competitive service.

GS Salary: Visit [this link](#) to view the locality pay tables by geographic area. If you do not see your geographic area listed, select the "Rest of United States" pay table.

Learn more about this agency

Responsibilities

This position starts at a salary of \$30,054 (GS-04, Step 1) to \$39,067 (GS-04, Step 10) with promotion potential to \$43,715 (GS-05, Step 10).

In this student trainee position, you will become a key team member of Homeland Security administrative professionals. Typical work assignments include:

- Performing a variety of record keeping, reporting, and informational duties in support of the office's programs

- Recording and filing information on cases, projects, and/or studies in established filing system

- Monitoring stock levels of office supplies and ordering them when necessary

- Updating manuals on policies, directives, and memoranda

- Opening and sorting correspondence and preparing routing slips for incoming publications and other materials

Travel Required

Not required

Supervisory status

No

Promotion Potential

5

Requirements

Required Documents

Benefits

How to Apply

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](#)
- [Office of Equal Opportunity](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the

application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- When an applicant with a disability needs an accommodation to have an equal opportunity to compete For a job;
- When an employee with a disability needs an accommodation to perform the essential functions of the job or To gain access to the workplace; And
- When an employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., details, trainings, office-sponsored events).
- [Disability Employment - Reasonable Accommodations](#)
- [How to contact an agency](#)

Legal and regulatory guidance

[Financial suitability](#)

[Social security number request](#)

[Privacy Act](#)

[Signature & False statements](#)

[Selective Service](#)

[New employee probationary period](#)