



# Museum Aid (Intern)

## NATIONAL PARK SERVICE

 Few vacancy - Harpers Ferry, WV

Work Schedule is Multiple Schedules - Internships NTE 1039 Hours

Opened Thursday 3/31/2016  
(4 day(s) ago)

 Closes Thursday 4/14/2016  
(10 day(s) away)

### Salary Range

\$28,078.00 to \$36,501.00 / Per Year

### Series & Grade

GS-1099-03/03

### Promotion Potential

03

### Supervisory Status

No

### Who May Apply

Student/Internship Program Eligibles

### Control Number

430300200

### Job Announcement Number

WASOSHRO-DCSL-16-1630096

## Job Summary

Experience your America and build a fulfilling career by joining the National Park Service, as we prepare for a second century of stewardship and engagement. Become a part of our mission to connect with our past, and create important connections to the future, by building a rich and lasting legacy for the next generation of park visitors, supporters, and advocates. For more information visit us at: <http://www.findyourpark.com>

The National Park Service's (NPS) Internship Program provides students enrolled in the arts and related fields an opportunity to gain practical work and explore Federal careers while still in school. This program is a component of the National Park Service's Pathways Internship Program, which is designed to prepare you for a career as a museum curator, exhibits specialist, illustrator, general arts, visual information, and other related fields in the Federal service. You will assist Museum Curators at our facility in Harpers Ferry, West VA in the care of one of our valuable collections.

This opportunity may be extended beyond the summer employment period, based on organizational need, funding, and student availability. Students who successfully complete the internship program may also be eligible for conversion to a permanent or term appointment, of 1 to 4 years in duration, without further competition. Conversion to a permanent or term position is subject to funding and work availability, and is not implied or guaranteed.

## Duties

As a Museum Aid (Intern) you will:

- Work with collections of objects which relate to the history of the NPS.
- Assist with the Collections at Harpers Ferry Center program by responding to researcher requests.
- Assist the curator with maintaining collection records in database management system (Interior Collection Management System.)
- Preserve the historical validity of the object through routine preventative preservation tasks, such as utilization of museum quality storage containers.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Key Requirements

- Appointment subject to background investigation and favorable adjudication.
- Must be a U.S. citizen.
- Male applicants must meet Selective Service requirements.
- You will be required to execute a Pathways Intern agreement.
- You must continue to meet program requirements throughout employment.
- You must possess a valid driver's license.

## Qualifications

ALL applicants must meet basic program, education, and experience requirements as indicated below, by the end of the spring 2016 semester, or at the start of the summer employment period, whichever comes first. **Program Requirements:** You must be accepted for enrollment and/or attending college or other technical certification program to be eligible for consideration as a Pathways Intern, enrolled as a degree seeking student on a full or half-time basis, and be in good academic standing. Your program and institution must be accredited by the Department of Education. Foreign education is acceptable if it has been evaluated by an organization recognized by the Department of Education. For a list of accredited institutions, and/or for a list of organizations that can approve foreign education visit: <http://go.usa.gov/29DP>. You are required to submit proof that you meet all of the program requirements. See the "Required Documents" section of this announcement for more information.

**Special Provisions for applicants with previous related experience.** Applicants who do not meet the one full year of education requirement, may substitute one year of experience performing duties directly related to this position. You must also meet the enrollment requirements listed above to qualify under this provision. More information on qualification requirements may be obtain at <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

You must have completed one full academic year of post-high school study majoring in the following subjects or directly related fields: museum work, illustrative design, commercial art, fine arts, industrial design, intern design, drafting, or architecture.

One full academic year of undergraduate; graduate; vocational; trades; technical or high school education is the number of credit hours determined by the college, university or school to represent 1 year of full-time study. The high school curriculum must be approved by a State or local governing body. All education beyond high school must be accredited by an accrediting body or organization recognized by the U.S. Department of Education.

**Program Requirements:** You must be accepted for enrollment and/or attending college or other technical certification program to be eligible for consideration as a Pathways Intern. Your program and institution must be accredited by the Department of Education, and you must be enrolled on a full or half-time basis, as a degree seeking student, and be in good academic standing. You are required to provide proof of the same. Foreign education must be reviewed by an organization recognized by the U.S. Department of Education. For special instructions pertaining to foreign education, and a list of organizations that can evaluate foreign education, see the Department of Education website at: <http://go.usa.gov/29DP>

## Security Clearance

Q - Nonsensitive

## What To Expect Next

Upon closing of the announcement you will receive a system-generated acknowledgement that your application was received. Applications in the highest category are referred to the selecting official. Veterans are placed at the top of the category, ahead of non-veterans. If additional names are needed, referrals will be made in category order with veteran's preference applying as above. If further evaluation or interviews are required you will be contacted. In addition, you will be notified if you met the basic requirements for the position, if you were among the group referred to the selecting official, and the final outcome of this career opportunity. These notices will be posted directly to your USAJOBS account.

## BENEFITS

Due to the nature of this temporary employment, your benefits will be limited. Please see the following link for more information: <http://www.benefits.gov>

## Other Information

1. A complete application must be submitted by 11:59 p.m. EST on the closing date of this announcement.
2. The hours for this position may be extended through the entire summer months based on program requirements and student availability. Starting dates will be aligned with agency needs and your academic schedule.
3. Information contained in your application package will be verified as part of the employment and security process.
4. If you are a male applicant who was born after 12/31/59, and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered, or you will not be eligible for appointment in this agency.

### How to Apply

#### Online Application Instructions:

You are encouraged to apply online, which is the simplest application method, and will allow you to track the status of your application. Instructions are provided below:

- To begin, log into USAJOBS, click Apply Online to create a USAJOBS account or to log into your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the Occupational Questionnaire. To view questionnaire (insert tag Occupational Questionnaire)
- Click the Submit My Answers button to submit your application package.
- To verify your application is complete, log into your USAJOBS

If you cannot apply online: Please visit the following link for further instructions: <http://staffing.opm.gov/pdf/usascover.pdf> reference the vacancy ID which is 1630096

If you experience difficulty using USAJOBS contact their help desk at: [ApplicationManagerHelpDesk@opm.gov](mailto:ApplicationManagerHelpDesk@opm.gov)

## How You Will Be Evaluated

Based on your responses to the Occupational Questionnaire, you will initially be placed into one of the following categories: Best-Qualified, Highly-Qualified, or Qualified. The HR Office and/or Subject Matter expert will then conduct a quality review of your application and supporting documentation to verify that your application package is complete, that you meet the Pathway Intern Program eligibility requirements, and to ensure that you have been placed into the appropriate quality category.

Your application package is rated based on the duration, level and quality of your experience, including paid and volunteer experience, education, job related training and your responses to the occupational assessment. In addition, you will be evaluated on the extent to which you meet the following knowledge, skills and abilities for this particular position:

Ability to perform routine cleaning of museum objects and exhibit settings in museum facilities and historic houses.

Skill and attention to detail in the careful handling of valuable and fragile objects.

Ability to implement and follow general museum practices, and the prescribed safety rules and regulations associated with museum custodial work.

Ability to follow written and verbal instructions.

*If your resume is incomplete or does not support the responses you provided in your online questionnaire, or if you fail to submit all required documentation before the vacancy closes, you will be rated 'ineligible', 'not qualified', or your score may be adjusted accordingly.*

To preview the Occupational Questionnaire click here: [View Occupational Questionnaire](#)

- 1. Resume:** Your resume may be in any format you choose, but to be complete in must include: all jobs held with significant duties (relevant volunteer work may be credited as paid work if appropriate to the position); include dates held in month/year format; include your official title, employer and salary range; hours of employment, if less than full time; education; and, if Federal employment, include your General Salary (GS) or equivalent grade, step and series; if military your rank. Applications that include privacy information, such as full social security numbers, full date of birth, race or ethnicity identification, or photographs, will be considered incomplete, and will result in loss of consideration.
- 2. Proof of enrollment and academic standing:** You must submit documentation of the Pathway's requirement listed previously in this announcement. Unofficial transcripts are sufficient for application purposes, but must contain your major(s), courses by name and level, including grades and hours, and any degrees awarded. If currently enrolled in the spring 2016 semester, you will need to send your class schedule, as well as any future enrollments that have been confirmed by your university. If selected for this position and are currently enrolled in the spring 2016 semester, you will be required to provide proof of satisfactory completion of the same, prior to a final offer of employment. We do not make assumptions, so if the information submitted to confirm your eligibility is not present, you will not be considered.
- 3. Veterans Preference Documentation (if applicable):** You must submit your most current DD-214 documenting your military status and discharge information. Disabled veterans or derived preference individuals must also submit SF-15 and any documentation required by that form to support your claim to veteran's preference. For more information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.
- 4. Occupational Questionnaire:** This document is part of the on-line application process. If applying via fax, follow the **instructions** in the **"How to apply section"** of this announcement.
- 5. ICTAP/CTAP eligibles:** If claiming Interagency Career Transition Assistance Plan (ICTAP) or agency Career Transition Assistance Program (CTAP) eligibility, you must provide proof of the same, meet all qualification requirements, and be rated at least at the well-qualified level. Information about ICTAP eligibility is available at OPM's Career Transition Resources website at [http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp#ictap](http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap). For information on how to apply as a CTAP eligible see <http://www.opm.gov/ctap/index.asp>
- 6. Current or formal Federal employees:** Please submit a copy of your SF-50 that shows the highest grade and step that you have held, and you career status, as well as a copy of your most current performance appraisal, if available.



# Department Of The Interior

## National Park Service

### Contact

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### Address

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