

For further information contact the REE Human Resources Division/ Human Resources Operations on 301-504-1392 or send e-mail to wendy.carrasco@ars.usda.gov

Government wide student vacancy information can be found of the OPM web site: www.studentjobs.gov

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**Research, Education,
and
Economics (REE)**

**Student Career
Experience Program
(SCEP)**

Managers Information

What is SCEP? SCEP employs students in occupations related to their field of study and offers noncompetitive conversion to career, career-conditional, or term employment upon successful completion of their academic program.

Your goal in using SCEP is to hire, mentor, train, and non-competitively convert students to positions in the Federal service. It is a hiring mechanism, which will help build the Federal workforce of the future.

Participant's Requirements

- * Appointee must be at least a half-time (using the school definition) student at an accredited high school, technical or vocational school, 2 or 4 year college, university, graduate, or professional school.
- * Grades are based on education completed and/or experience. Must be 16 years of age.
- * There is no financial need, no income criteria, or written test.
- * Lawfully admitted resident aliens from approved countries may be employed, however, U.S. Citizenship is required before conversion to a permanent position.

Benefits of Using the Program

- * The program should be used with positions that provide meaningful work experience and reasonable prospects of continued employment.

- * Appointee may work full time or part time (not to interfere with academic schedule) and appointment may be made at any time during the year. The first year of service under SCEP is a trial period.

The Supervisor's Responsibilities

- * A written agreement must be executed and signed by the student, an official at the institution, and the selecting official. The agreement must indicate the nature of the work assignment, schedule, evaluation procedures, and requirements for conversion (not guaranteed).
- * Transcripts are to be collected by the manager each semester in order to verify program requirements. If student no longer meets requirements (change of course of study, etc.) of program, he/she must be converted to Student Temporary Employment Program or separated from service.
- * A mentor should be assigned to the student to monitor progress. An IDP (Individual Development Plan) is recommended. Supervisor must prepare performance standards and evaluate annually.
- * A reasonable timeframe to complete program would be four to five years. Example: a BS Degree would be 4-5 years, a Masters an additional 2-3 years, the Ph.D. another 2-3 years.
- * The manager may assist with tuition payment as long as course is related to position.

Need to know Information

- * Students are eligible for non-competitive conversion 120 days after graduation if they have at least 640 hours of career related work experience with the Agency. Conversion is at the discretion of management; and must occur within 120 days of graduation; there is no entitlement to continued employment once the academic program has been completed.

A target position MUST be identified at the time of appointment. The target position must be appropriate to student's educational pursuits. Example: a student pursuing a Masters Degree should have a target position such as Support Scientist (e.g., Biologist GS-9/11).

- * Students are eligible for promotions after meeting qualifications.

Benefits to the Student

- * Health and Life Insurance
- * Annual and Sick Leave
- * FERS (retirement)
- * Thrift Savings Plan (TSP)