Summer Internship (Architectural Aide) or (Engineering Aide)

LEGISLATIVE BRANCH
Architect of the Capitol

Summary

The AOC is accepting applications for multiple Architecture Aide or Engineering Aide summer internships that offer skill enrichment and experiential learning while promoting careers in public service.

Overview

Accepting applications

Open & closing dates
○ 11/23/2021 to 12/27/2021

Salary
$15 - $15 per hour

Pay scale & grade
GS 00

Location
FEW vacancies in the following location:

📍 Washington, DC

Telework eligible
No

Travel Required
Not required
Relocation expenses reimbursed
No

Appointment type
Summer - Temporary 12 weeks summer internship position with an intermittent work schedule.

Work schedule
Full-time - This is a student intermittent position.

Service
Excepted

Promotion potential
00

Job family (Series)
0999 Legal Occupations Student Trainee

Supervisory status
No

Security clearance
Other

Drug test
Yes

Position sensitivity and risk
Non-sensitive (NS)/Low Risk

Trust determination process
Suitability/Fitness

Announcement number
THIS JOB IS OPEN TO

The public
U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Students
Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.

Clarification from the agency
Applications will be accepted from students who are at least sixteen (16) years of age by June 30, 2022. You must be a student accepted for enrollment OR enrolled in a degree program. Enrollment must be with an accredited educational institution. This includes high schools, colleges or universities. Graduating seniors from high school, college or graduate school who are not continuing their education will not be considered eligible.

Duties

Architectural Aide or Engineering Aide: This is an announcement for students who are seeking or pursuing Architectural or Engineering degrees. This is also for students who have CAD experience. The Architectural Aide duties consist of providing assistance to Architects with basic architectural design services. The Engineering Aide provides assistance to Engineers with basic drafting, surveying, and other relevant engineering tasks.

Requirements

Conditions of Employment

• You must be a U.S. Citizen.
• You must be able to pass a drug test.
• Your resume and question responses must demonstrate the job-related KSAs.
• You must meet the requirements for the summer internship.

To be eligible, you must be a current student who meets the following requirements:

Applications will be accepted from students who are at least sixteen (16) years of age by June 30, 2022 AND currently attending a high school, college or university.

**Note:** Participation in the Summer Intern Employment Program is limited to a total of three years. Candidates are eligible to participate no more than three years, collectively or consecutively, in the Summer Intern Employment Program. Candidates who have reached the three years in the program will be deemed ineligible to participate this calendar year.

**Qualifications**

All students must be U.S. citizens.

Applications will be accepted from students who are at least sixteen (16) years of age by June 30, 2022 AND currently attending a high school, college or university.

High school students must have experience with computer aided design (CAD) and/or geographic information systems (GIS). College students must have a major in engineering or architecture or other related fields such as civil engineering, architectural engineering, architectural history, environmental design, landscape architecture, etc.

**Note:** Participation in the Summer Intern Employment Program is limited to a total of three years. Candidates are eligible to participate no more than three years, collectively or consecutively, in the Summer Intern Employment Program. Candidates who have reached the three years in the program will be deemed ineligible to participate this calendar year.

**Education**

To be eligible, you must be a current student who meets the following requirements:

Applications will be accepted from students who are at least sixteen (16) years of age by June 30, 2022 AND currently attending a high school, college or university.

High school students must have experience with computer aided design (CAD) and/or geographic information systems (GIS). College students must have a major in engineering or architecture or other related fields such as civil engineering, architectural engineering, architectural history, environmental design, landscape architecture, etc.
Additional information

Applicants **must** be a United States Citizen. This is an Excepted Service Position in the Architect of the Capitol, a Legislative Branch agency of the Federal government. The position does not require or confer civil service Competitive Status. If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System. If you are exempt from registration under Selective Service Law, you must provide appropriate proof of exemption. Please visit the [Selective Service System](http://www.sss.gov/).

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](https://www.usajobs.gov/Help/working-in-government/benefits/).

This is a Summer Student Hire Position. Students will not receive any benefits including leave, retirement, health benefits, etc.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Review your resume and responses carefully. Responses to job questions that are not fully supported by the information in your application package may result in adjustments to your rating. A Human Resources Representative will validate the qualifications of those candidates eligible to be referred to the hiring official. FORMS RECEIVED BY FAX, EMAIL OR U.S. POSTAL SERVICE DELIVERY WILL NOT BE ACCEPTED. You may call (202) 226-7000 for directions. THIS ANNOUNCEMENT CLOSES AT 11:59 PM EST (EASTERN STANDARD TIME) ON THE CLOSING DATE.

Your eligibility for consideration and qualifications for the position will be determined based upon a review of your detailed resume and your responses to job specific self-assessment questions.

Your responses to the self assessment questions serve as the basis for your initial rating. You will receive a numerical score based on your responses to these questions. Next, your responses will be evaluated by a Human Resources Specialist and/or a subject matter expert against the information provided in your resume and optional cover letter. Your resume must support your answers to the self assessment questions, or your score may be adjusted or lowered accordingly which may affect your overall final rating. Falsifying your background, education, and/or experience is cause non-selection or disqualification from further consideration.
Please note that a complete application is required for consideration. (Please review the “Required Documents” section of this job announcement to see what must be included in a complete application).

To preview questions please click here.

**Required Documents**

**Required Documents for Summer Internship Positions**

The Architect of the Capitol's (AOC) job application process is designed to ensure you only provide information necessary to evaluate your qualifications and eligibility for the position vacancy.

To apply for Summer Internship positions, you only need to submit: **a) your resume and b) answers to the online vacancy assessment questionnaire**. The online questionnaire contains eligibility questions and other relevant information. No additional documentation or attachments are required at the time of application.

Your resume should list your education, any relevant training, skills and work experience to include job titles, employment dates and job duties. **Nothing further is required until it is requested by AOC’s Human Capital Management Division.**

When asked to provide proof of enrollment in high school, trade school or college, students selected for a position need only provide **one (1)** of the following acceptable documents:

- A copy of your current class schedule
- A copy of your current school report card
- A copy of your current college transcript - unofficial transcripts downloaded from your school website are acceptable
- College acceptance letter if you are not yet enrolled
- Letter from your advisor or registrar’s office indicating that you are a current student

Failure to provide the required document will end further consideration and/or result in the withdrawal of any tentative job offers.

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education (http://www.ed.gov/admins/finaid/accred/).
How to Apply

You **MUST** apply online. If you experience difficulties with the application process or do not have access to a computer, please contact the HR Specialist listed as the point of contact before the closing date of this job announcement.

If you are a new user to the USAJobs Site, you must register in USAJOBS. For help with setting up an account or for general assistance in using USAJOBS, go to [USAJOBS Help Page](https://help.usajobs.gov/index.php/Main_Page).

**NEED HELP?**

If you experience any difficulties with the application site, help is available! If you have problems completing your on-line application, contact the Monster Hiring Management Help Desk at 1-866-656-6831 or by e-mail at MGSHELP@monster.com. The help desk is available Monday - Friday 7:00 a.m. to 7:00 p.m. Eastern Time. You may call and leave a voice mail message at all other times.

All required supporting documents will be collected electronically via the USAJOBS "Saved Documents" feature.

If you are unable to apply on-line, you may visit our Employment Center for technical assistance in entering your application. The Employment Center is located at 441 Second & D Streets S.W., Washington, D.C., Room H2-178, and is open Monday through Friday from 8:00 a.m. to 4:00 p.m. You may call (202) 226-7000 for directions.

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**Agency contact information**

**MGS Help Desk**

**Phone**

866-656-6831
(tel:866-656-6831)

**Fax**

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**Email**

mgshelp@monster.com
(mailto:mgshelp@monster.com)

**Address**

Architect of the Capitol
2nd and D Street, S.W.
Washington, District of Columbia 20515
United States
Next steps

You will receive a notice generated by the USAJOBS System when you have successfully submitted your application. We will review your application and transcript(s) (if you are qualifying based on education) to ensure you meet the basic qualification requirements.

You can check the status of your application by logging into [http://www.usajobs.gov](http://www.usajobs.gov). You may also sign up to receive automatic emails anytime the status of your application has changed by logging into your USAJOBS Account, editing your profile and changing the ‘Notification Settings’ to indicate that you want to be notified by email when the status changes. Information regarding the status of your application should be updated in the system within 2 weeks after the closing date of this job announcement.

Fair & Transparent

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

- Equal Employment Opportunity (EEO) Policy [Help/equal-employment-opportunity/]
- New employee probationary period [Help/working-in-government/fair-and-transparent/probationary-period/]
- Privacy Act [Help/working-in-government/fair-and-transparent/privacy-act/]
- Reasonable accommodation policy [Help/reasonable-accommodation/]
- Selective Service [Help/working-in-government/fair-and-transparent/Selective-Service/]
- Signature and false statements [Help/working-in-government/fair-and-transparent/signature-false-statements/]
- Social security number request [Help/working-in-government/fair-and-transparent/social-security-number/]