

Summer Internship (Architectural Aide) or (Engineering Aide)

LEGISLATIVE BRANCH

[Architect of the Capitol](#)

Overview

Open & closing dates

Opening and closing dates 11/26/2018 to 01/10/2019

Pay scale & grade

AD 00

Appointment type

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

Service

Excepted

Salary

\$13.94 to \$13.94 per hour

Work schedule

Full-Time - This is a student intermittent position.

Locations

FEW vacancies in the following location:

Washington DC, DC

Relocation expenses reimbursed

No

Telework eligible

No

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, 2019. 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.

Announcement number

SUMMER-2019-004

Control number

517750700

Duties

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 the public service.

Responsibilities

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.

Travel Required

Not required

Supervisory status

No

Promotion Potential

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Job family (Series)

[0999 Legal Occupations Student Trainee](https://www.usajobs.gov/0999)

(<https://www.usajobs.gov/Search/?j=0999>)

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, 2019 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, 2019 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, 2019 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 \(http://www.sss.gov/\)](http://www.sss.gov/) website for more information.

This position is NOT in the **Bargaining Unit**.

DRUG TESTING: The Architect of the Capitol (AOC) is a Drug Free Workplace. As part of the AOC's suitability assessment, a candidate tentatively selected for a position who is not currently an AOC employee is required to submit to screening for illegal drug use. Satisfactory completion of a drug test is a condition of employment with the Agency. A candidate must test negative prior to being eligible for appointment into a position. We will schedule, provide and cover the cost for the drug test.

Background Investigation - The selectee(s) under the vacancy announcement for this position is subject to a criminal record check by the U.S. Capitol Police and satisfactory adjudication to be eligible for employment at the Architect of the Capitol.

The Architect of the Capitol is an E-VERIFY Participant. E-VERIFY is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security (DHS) and Social Security Administration records to confirm employment authorization in the United States. If you are selected for this position, the documentation that you present for purposes of completing the DHS Form I-9 will be verified through the DHS "E-VERIFY" electronic system. Federal Law requires DHS to use the E-VERIFY system to verify the employment eligibility of all new hires, and obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system as a condition of continued employment.

For more information on E-Verify, please visit http://www.dhs.gov/files/programs/gc_1185221678150.shtm (http://www.dhs.gov/files/programs/gc_1185221678150.shtm)

The Architect of the Capitol is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, sex, religion, age, national origin, genetic information, sexual orientation and/or disability.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Moving expenses are not authorized.

Relocation expenses are not authorized.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choice.

Relocation Expenses are not authorized and will not be paid.

This vacancy announcement may be used to fill additional vacancies in any of the jurisdictions of the Architect of the Capitol. All application materials become the property of the Architect of the Capitol.

How You Will Be Evaluated

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 CLOSING 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](https://jobs.monstergovt.com/aoc/vacancy/previewVacancyQuestions.hms?orgId=1749&jnum=145112) (https://jobs.monstergovt.com/aoc/vacancy/previewVacancyQuestions.hms?orgId=1749&jnum=145112).

Background checks and security clearance

Security clearance

[Q - Nonsensitive](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/) (https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

Drug test required

Yes

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 \(http://www.ed.gov/admins/finaid/accred/\)](http://www.ed.gov/admins/finaid/accred/).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

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.

- [Benefits for federal employees \(https://www.usa.gov/benefits-for-federal-employees#item-36407\)](https://www.usa.gov/benefits-for-federal-employees#item-36407)
- [Healthcare insurance \(https://www.opm.gov/healthcare-insurance/\)](https://www.opm.gov/healthcare-insurance/)
- [Pay and leave \(https://www.usajobs.gov/Help/working-in-government/pay-and-leave/\)](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)

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 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 \(https://help.usajobs.gov/index.php/Main_Page\)](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.

Agency contact information

MGS Help Desk MGS Help Desk

Phone

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

Address

Architect of the Capitol
2nd and D Street, S.W.

Fax

000-000-0000

Washington, District of Columbia 20515
United States**Email**mgshelp@monster.com[Learn more about this agency](#)**Visit our careers page**

Learn more about what it's like to work at Architect of the Capitol, what the agency does, and about the types of careers this agency offers.

<http://www.aoc.gov/capitol-hill/employee-capitol-hill/> (<http://www.aoc.gov/capitol-hill/employee-capitol-hill/>)

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 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](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/) (<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm) (http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

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 process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants 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:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/) (https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/) (https://www.usajobs.gov/Help/how-to/application/agency/contact/)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)