



United States Postal Service  
Office of Inspector General  
Attn: Human Resources  
1735 N. Lynn Street, 10<sup>th</sup> Floor  
Arlington, VA 22209-2020

## USPSOIG VACANCY ANNOUNCEMENT #08-121

**Grade: Administrative Band FLSA: Non-Exempt**  
**Salary: \$10 - \$14 Per Hour**  
**(Locality Pay Authorized)**  
**Positions: One located in Arlington, VA**  
**Open: 07/29/08 Close: OUF**

### STUDENT COOPERATIVE

The United States Postal Service Office of Inspector General (OIG) is seeking a student enrolled in a college/university to fill a position on the Human Resources Team, within the Joint Mission Support Center Directorate. The candidate will provide a range of technical and administrative support to assist with recruitment, benefits, records management and special projects. This program provides an opportunity for students to gain valuable and relevant paid work experience related to their field of study, while continuing their education, and providing a benefit to the OIG. The Student Cooperative Program is available year-round (January – December) for continuous employment while in full/part-time status. Students must be available and committed to work a minimum of 10 continuous weeks or one academic semester on a part-time basis. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

#### ELIGIBILITY REQUIREMENTS

- Students must be enrolled full or part-time in an accredited college or university, classified or academically ranked by semester hours as a Sophomore, Junior, Senior or a Graduate student in a Human Resources, Business Administration or Psychology program.
- **A letter from the college or university advisor verifying enrollment stating the student's good standing, college transcripts, current level of education, and the number of completed semester hours must be submitted with the application.**

#### EVALUATION FACTORS

- Please write a short narrative (1-2 pages) about why you are interested in working for the United States Postal Service Office of Inspector General.

#### ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card
- May require some travel
- Students will sign a term agreement

#### BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training, which indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

#### REASONABLE ACCOMMODATIONS:

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

#### TO BE CONSIDERED, APPLICANTS MUST SUBMIT:

- Any one of the following forms: Resume, OF-612, SF-171,
- PS Form 2591, or PS Form 991
- Letter from advisor, and a short narrative
- Applicants must be available for entire semester or 10 continuous weeks and be able to work a minimum of 10-15 hours per week.
- Applicants claiming Veteran's Preference must attach a copy of member 4 copy (only) of Certificate of Release or Discharge from Active Duty (Form DD214) or other proof of eligibility if claiming 10-point veteran's preference. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation for a service-connected disability of 30 percent or more.

#### NOTE:

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: [JOBS@USPSOIG.GOV](mailto:JOBS@USPSOIG.GOV) OR MAILED TO: USPS-OIG, Human Resources – 1735 N. Lynn Street, 10<sup>th</sup> Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include vacancy announcement number.**

**Job Line Number:**  
**703-248-2210**  
**DC Relay Service:**  
**202-855-1234 (TTY)**  
**Or Visit our website:**  
**[www.uspsdig.gov](http://www.uspsdig.gov)**