
**United States Department of the Interior
Minerals Management Service
Student Trainee (IT Specialist), GS-2299-04**

MMS is looking for college students who are eager to learn and want to be part of a dynamic organization that manages the energy and mineral resources on the Outer Continental Shelf and Federal and Indian mineral revenues to enhance public and trust benefits, promoted responsible use, and realize fair value. Could that student be you?

Posting Number: SEEP-09-07

Opens: February 10, 2009 **Closes:** February 25, 2009

Duty Location: 990 N. Corporate Drive, New Orleans, LA

Hours: Student will work part time, Monday through Friday, with flexible hours between 6am and 6pm depending on school schedule.

Rate of Pay: \$13.18 per hour

Type of Appointment: You will be appointed under the Student Career Experience Program (SCEP). SCEP allows appointment of students to positions that are related to their academic field of study. Employment as a student is in the excepted service. Participants who meet all the requirements of the program may be noncompetitively converted to term, career, or career-conditional appointments. You will be required to register under the cooperative education program at your university.

Basic Requirements:

Completion of 2 academic years of post-high school study or associate's degree related to the occupation; OR (a) Completion of 1 academic year of study and 2 periods of student trainee work experience; or (b) completion of 1 ½ academic years of study and 1 period of student trainee work experience.

What Is MMS?

- The Minerals Management Service (MMS), a bureau in the U.S. Department of the Interior, is the Federal agency that manages the nation's natural gas, oil and other mineral resources on the outer continental shelf (OCS). The agency also collects, accounts for and disburses more than \$8 billion per year in revenues from Federal offshore mineral leases and from onshore mineral leases on Federal and Indian lands. The program is national in scope and headquartered in Washington, D.C. It includes two major programs, Offshore Minerals Management and Minerals Revenue Management.
- **Duties:**
Assists with the technical planning, design, development, testing, coordination, implementation, and management of Internet, intranet, and extranet activities, including systems/applications development and technical management of Web sites.
Assists in performing Internet site tuning, maintenance, and indexing. Assists with creation and maintenance of Internet guidelines and designs, codes, tests, and implements the HTML required to produce the requested Internet pages. Assists with tests and follows evaluation procedures to help determine the feasibility of using software tools associated with Internet development.

For more information about the Student Educational Employment Program go to:

- <http://www.opm.gov/employ/students/index.asp>

Veterans Preference: To claim veterans preference, indicate on resume. For additional information refer to:

- <http://www.opm.gov/veterans/html/vetguide.asp>

How to Apply:

- Submit resume to SASCHUMANRESOURCEOFFICE@MMS.GOV or fax to (504) 736-2478. **Resumes must be received by midnight** February 25, 2009. It is not necessary to submit transcripts with resume; however, official transcripts will be required if selected. For additional information contact: (504) 736-2884.

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- The MMS is an Equal Opportunity Employer.
 - U.S. citizenship is required.
 - A preliminary background investigation must be favorably completed prior to a final offer of employment.
 - If disabled and need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be determined on a case-by-case basis.