



HOW TO APPLY

*Direct Hire Authority for
Professional, Administrative, Assistant, Clerical, and Technician Student Employment Program
(PAACTSEP)*

The U.S. Army Combat Capabilities Development Command Soldier Center (DEVCOM SC) seeks qualified students enrolled in qualifying education institutions and certificate programs, as those terms are defined in 5 CFR 362.102. PAACTSEP positions are non-STEM professional, administrative, assistant, clerical, and technician positions in the Student Employment Program. Position locations may be in Natick, Massachusetts or Orlando, Florida.

How to Apply: Candidates should submit their application material to the G-1HR mailbox at: usarmy.natick.devcom-sc.mbx.g-1-humanresources@army.mil.

Soldier Center accepts applications on a yearly basis; however, our peak recruitment period is November 1st – February 28 for upcoming Summer Internships

In subject line of email, applicants should state name, degree level and degree major, and attach a current resume and transcript. Resumes should include a detailed description of duties accomplished as work experience, along with start and end dates of employment (MM/DD/YYYY format). Veterans must include a copy of their DD-214. Redact Social Security numbers from all documentation. If you are eligible for 10-point veterans' preference, attach an SF-15 (Application for 10-point Veterans' Preference) plus proof required by that form, i.e., VA letter stating percentage of disability. Applicants should also state the geographic locations for which applying (Natick, MA and/or Orlando, FL). Applications will be kept on file for 1 year. All applications and supporting documentation become the property of the Department of the Army and will not be returned once submitted.

Positions will be filled utilizing Direct Hire Authority which allows our organization to appoint students enrolled in qualifying education institutions and certificate programs to intern positions within SC.

This notice may be used to fill anticipated temporary or flexible length student term vacancies with a full-time or part-time work schedule in Natick, MA or Orlando, FL. PAACTSEP appointments may be extended without further announcement, and appointments may be non-competitively converted to temporary, term, or permanent professional, administrative, assistant, clerical, and technician positions upon graduation/certificate completion and successful completion of the program.

CONDITIONS OF EMPLOYMENT:

- U.S. Citizenship Required and be at least 18 years of age

- Must obtain and maintain a favorable background investigation or Secret clearance
- Maintain at least a half-time course load as defined by the educational institution (verified by transcript, enrollment verification, acceptance letter)
- Maintain a GPA of 3.0 or above (on a 4.0 scale)
- Must sign an Internship Program Participant Agreement
- A trial/probationary period may be required

Salary: Salary is set commensurate with selectee's background, experience, and market considerations. Generally, for undergraduate students the salary range is \$29,015 to \$51,945 (GS-01 to GS-04 equivalent). GS salary tables are found at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2024/BOS.pdf>

*The SC is under an approved Personnel Demonstration Project.

Equal Employment Opportunity: SC will provide equal employment opportunity in all actions taken under the SSEP. All actions to evaluate, appoint, develop, and promote individuals under the SSEP will be based on merit and made without regard to race, ethnicity, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, sexual orientation, genetic information, or any other non-merit-based factor. Applicants requiring a reasonable accommodation for any part of the application and hiring process should include a reasonable accommodation request in the email with your application materials. If you are contacted for an interview, every effort will be made to meet the needs of your accommodation request. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.