



ARCHITECT OF THE CAPITOL
2009 SUMMER EMPLOYMENT PROGRAM



Opens: November 25, 2008 Closes: February 06, 2009

SUBJECT TO THE AVAILABILITY OF FUNDING

- WHO CAN APPLY:** Students attending high school, college or entering college in September 2009 and are at least sixteen (16) years old by **June 30, 2009**
- HOW TO APPLY:** Apply on line at the website address listed below:
www.avuedigitalservices.com/aoc/applicant.html
- DEADLINE TO APPLY:** **February 6, 2009**
- SALARY:** \$11.61 per hour (Adjustment may be made when the 2009 pay increase takes effect). You will be paid only for the days you work (not holidays or other absences)
- DURATION OF WORK:** No more than twelve (12) consecutive weeks of daytime work

Applicants must apply on line for the Summer Employment Program by visiting the following Internet website address at www.avuedigitalservices.com/aoc/applicant.html
All interested applicants must apply on line for each type of summer position announcement posted for which they wish to be considered. Completed applications must be certified and submitted on line by February 06, 2009. Applications received by mail will not be accepted. Please note that all mandatory items in red must be completed in order to be considered.

Note: Only one (1) member per family can be employed under the Summer Employment Program.

VACANCY ANNOUNCEMENTS

OFFICE CLERK (Summer Employment 2009-01) - Performs work such as typing correspondence, answering phones, mail distribution & filing. Operates computer and duplicating equipment and performs other work of a general clerical nature. **Application must include typing experience, software used and where experience was gained.**

LABORER (Summer Employment 2009-02) - Performs indoor/outdoor work such as loading and unloading, boxes & supplies, moving furniture by hand or hand truck, working in warehouses, trade shops or store rooms. Picking up trash & debris from surrounding buildings, cleaning & painting lamp posts etc. **No experience required.**

HORTICULTURAL AIDE (Summer Employment 2009-03) - Provides assistance with the art of cultivating flowers and plants. **Must be a college student majoring in horticulture, biology or other related field.**

ARCHITECTURAL AIDE (Summer Employment 2009-04) - Assists architects with tasks supporting architectural projects. **Must have CAD experience and/or be a college student majoring in architecture, engineering or related field.**

COMPUTER AIDE (Summer Employment 2009-05) - Assists computer specialists in performing information technology work. **Must be a college student majoring in computer technology or related field or have related experience.**

CURATORIAL AIDE (Summer Employment 2009-06) - Assists curators in research, collections and exhibits. **Must be a college student majoring in art history or related field, or have related experience.**

PHOTOGRAPHER AIDE (Summer Employment 2009-08) - Assists photographers in performing work in operating cameras, using high-end scanners and processing digital images. **Must be a college student majoring in photography or related field or have related experience.**

GARDENER AIDE (Summer Employment 2009-09) - Work will be performed outside in all types of weather cutting grass, mulching, trimming, picking up trash and debris etc. **No experience required.**

ENGINEERING AIDE (Summer Employment 2009-10) - Assists engineers with tasks supporting engineering or architectural projects. **Must have CAD experience and/or be a college student majoring in engineering, architecture or related field.**

ACCOUNTING AIDE (Summer Employment 2009-11) - Assists accountants with task supporting the financial statement audits of the Agency. Performs reconciliations and inventory counting. Must be proficient in Excel. **Must be a college student majoring in Accounting or have a minimum of 12 semester hours of accounting or equivalent experience.**

ARCHIVES AIDE (Summer Employment 2009-12) - Assists archivists and archives technicians in arranging, describing, accessioning, scanning, computer indexing, and preserving permanent and historical records. **Must be a college student majoring in library science or history.**

SUBMIT APPLICATIONS USING

www.avuedigitalservices.com/aoc/applicant.html

Questions concerning this announcement should be referred to **Paulette Ellis at (202) 226-6047**. Note: Selected students will be fingerprinted by the U.S. Capitol Police for a criminal background check.