

# STUDENT CAREER EXPERIENCE PROGRAM



## ENVIRONMENTAL PROTECTION AGENCY PROGRAM ANALYST TRAINEE

Everyday is Earth Day at EPA! Working at EPA is more than just a career—it's serving your country by helping to protect human health and promote a cleaner, healthier environment.

Are you interested in exploring a career with the EPA and the Federal Government but don't know how to navigate the red tape? Participating in the Student Career Experience Program (SCEP) at EPA can give you the edge you need to get your foot in the door. SCEP provides students with paid part-time, semester-length, seasonal, or summer trainee employment in a position complimenting their academic studies. Upon successful completion of at least 640 hours of work and receipt of their degree, participants receive non-competitive eligibility for appointment to the Federal service for the type of position they trained for. Positions are available in the following program offices:

**Office of Enforcement and Compliance Assurance:** OECA enforces US environmental laws while inspiring the regulated community to pursue pollution prevention.

**Office of Prevention, Pesticides, and Toxic Substances:** OPPTS regulates pesticides and chemicals to ensure protection of public health and the environment, as well as promotes innovative programs to prevent pollution.

**Office of the Chief Financial Officer:** OCFO provides Agency financial services, manages EPA's strategic planning process, formulates and manages the Agency's budget and develops and maintains EPA's financial systems.

**Office of Environmental Information:** OEI facilitates data collection, management and access to assist in raising awareness of environmental issues and improve environmental decision-making.

**Program Analyst trainees** are professionals with strong writing and analytical skills whose widely varied work can include analysis of environmental policies, programs and initiatives, program planning and evaluation, budgetary analysis and formulation, financial analysis, enforcement targeting and data analysis, assist in making more efficient EPA business practices through automation and analysis, administrative and resource management, and designing and conducting enforcement training programs. Positions are located in Washington, DC. **All majors are welcome to apply.**

### Specific Job Information:

**Locations:** Washington, DC

**Salary:** Federal Government GS-4 (\$13.60/hr-DC -- undergraduate)  
OR GS-7 (\$18.85/hr-DC -- master's candidate)

**Schedule:** Flexible, depending on student's needs. Positions are available at any time during the year.

### Position Benefits:

- Benefits include annual and sick leave, transit subsidy, health, life and long term care insurance, and retirement.
- Students gain on-the-job training and experience and preview a career choice
- Upon graduation and successful completion of the work requirement, students gain non-competitive eligibility for appointment to the Federal service in the target position.

### Qualifications Required:

- U.S. Citizen
- Enrolled at least half-time in a degree-granting program at an accredited college or university
- At least a 2.95 GPA on a 4.0 scale
- Recommended by university faculty
- Basic background investigation

For more information, go to: [www.epa.gov/compliance/about/employment/specialprograms/studentcareerexperience.html](http://www.epa.gov/compliance/about/employment/specialprograms/studentcareerexperience.html)

**How to Apply:** Provide resume, cover letter, current official transcript, recommendation, and writing sample to:

**Roberta Miller, SCEP Director**  
MC-7101M  
1200 Pennsylvania Ave., NW  
Washington, DC 20460  
(202) 564-4116  
(202) 564-0550 (fax)  
[miller.Roberta@epa.gov](mailto:miller.Roberta@epa.gov) (email preferred)