

Job Title: Student Trainee (Public Affairs)-PATHWAYS INTERNSHIP PROGRAM

Agency: Pension Benefit Guaranty Corporation

Job Announcement Number: CPAD-2013-0011

SALARY RANGE: \$51,630.00 to \$67,114.00 / Per Year

OPEN PERIOD: Friday, July 26, 2013 to Tuesday, July 30, 2013

SERIES & GRADE: GS-1099-09

POSITION INFORMATION: DC location. Relocation assistance will not be provided. - This position is full-time; must be able to work 40 hours per week.

PROMOTION POTENTIAL: 09

DUTY: 1 vacancy in the following location(s):

LOCATIONS: Washington, DC, US [View Map](#)

20005 [View Map](#)

WHO MAY APPLY:

This internship is for those majoring in communications or related fields of study who have recently been accepted in or are currently enrolled at least half-time in a degree seeking program in an accredited college or university, graduate, or professional school. Half-time is typically 6 semester hours for undergraduates but may be determined by the school.

For more information or to apply, go to: <https://www.usajobs.gov/GetJob/ViewDetails/348324700>

JOB SUMMARY:

This position is located in the Communications and Public Affairs Department of the Pension Benefit Guaranty Corporation (PBGC).

More than one selection may be made from this announcement. Relocation assistance is not available.

The Pension Benefit Guaranty Corporation has a distinguished and important mission in protecting America's pensions. At PBGC, you will use your education to help us protect the retirement income of nearly 44 million hardworking Americans. Our work is challenging, compelling, and important. Whatever your background or expertise, you will find working at PBGC rewarding because the work you perform will have a daily impact on the lives of relatives, friends and neighbors. It will be like no other career choice you have explored.

We are counting on bright, talented and dedicated individuals like you to achieve our goals. You will be both challenged and supported, so whether you are just starting out or looking for new opportunities, consider PBGC and start making a difference today!. If you are interested in a challenging internship experience with great benefits, training, and strong growth potential, we strongly encourage you to apply for the Student Trainee (Public Affairs) Internship position today!

KEY REQUIREMENTS

- You must be a U S citizen.
- You may undergo a personnel security background investigation.
- Selective Service registration required for male applicants, unless exempt
- Must sign a Pathways Agreement and provide official transcripts.
- Provide proof of acceptance/current enrollment in a qualifying institution.

DUTIES:

As a Student Trainee (Public Affairs) you will:

Perform a variety of tasks assigned to provide experience and exposure in the practical application of public affairs principles and news writing for various types of media. Assist with developing online content to be posted to the intranet for PBGC staff. Research articles, studies, reports, trends, and policy changes for internal and external audiences. Assist with assigned public affairs and communication strategies for social media and internet to convey conventional information about PBGC to interested parties in a manner that is easily understood, factually accurate, and consistent with the Corporation's interests.

QUALIFICATIONS REQUIRED:

All qualification requirements must be met by the closing date of this announcement.

Applicants must have completed a master's degree or equivalent.

You will start at \$51, 630 annually (GS 9) if you meet the following minimum qualification requirements:

Have and maintain a semester and cumulative GPA of 2.8 if undergraduate. Graduate students must have a GPA of 3.0 or higher and a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related. Education may be substituted for the following specialized experience; however such education must demonstrate the knowledge, skills, and abilities necessary to do the work. Applicants must possess at least one year of specialized experience at or equivalent to the GS 7 grade level in the Federal service performing activities such as writing articles or news stories for internal or external newsletters and possess at least 2 graduate school courses in public relations; or possess a combination of the above education and experience.

NOTE: COMBINATION of EDUCATION AND EXPERIENCE

Equivalent combinations of education and experience may be combined to meet the total qualification requirements. Only graduate education in excess of the amount required for the next lower grade level (GS 7) may be used.

You must remain enrolled at least half-time in order to continue to be eligible for the Pathways Internship Program.

You must be in good academic standing (you must not be on academic probation).

HOW TO APPLY:

In order to be considered, submit all of the required information (including your supplemental documentation) before midnight EST on the closing date.

If you are not able to apply on line or require reasonable accommodations, contact Serena Watters on (202) 326-4110 ext. 6352 or at watters.serena@pbgc.gov no later than 5:00 p.m. on the day before the closing date of this vacancy announcement.

For TTY/TDD users, call the Federal Relay Service toll free at 1-800-877-8339 and ask to be connected to (202) 326-4111.

Please complete all the steps in the online application process at USAJOBS (www.usajobs.gov). You may make updates to your information at any time prior to midnight EST on the closing date of this announcement.

- * Register with USAJOBS, which will store your information and resume. You will only need to complete this step once.
- * Locate and review the vacancy announcement on USAJOBS. Click the Apply Online link and then select a resume to submit with your application.
- * Click on Apply for this Position Now. You will be redirected to our online system.
- * Complete or review the online core questions, which determine the types of positions you are eligible for.
- * Specify which series and grade(s) you wish to be considered for.
- * Complete the online vacancy questions, then click "Finish". You will continue to the Vacancy Documents page.
- * Submit each of the documents that apply to you by upload, USAJOBS, or fax according to the instructions provided.
- * Click "Next," and you will see an overview of your responses. To finish, click "Finish."

REQUIRED DOCUMENTS:

RESUME : You must submit a resume. Your resume must clearly show your expected graduation date and indicate your major. Your application package must indicate any skills and experience you possess that are related to the duties posted in the job announcement.

TRANSCRIPT(S) You must submit current transcript(s) or proof of acceptance to verify that you meet the education requirement for this position (i.e., transcript showing current enrollment and course load or proof of acceptance into a degree-seeking accredited learning institution). Your transcript(s) must include course titles, school name/location, date completed, grades, and number of credits earned. Applicants who obtained their qualifying education outside of the U.S. and its territories must provide proof that their degrees have been validated as equivalent to a degree conferred by a college or university in the U.S. Unofficial transcripts may be submitted with your application; however, you must bring official transcripts with you on your first day if you are hired.

Students who are graduating this semester are not eligible unless proof of acceptance in an accredited school or program is submitted with your application. If this is your first semester, you must submit your current class schedule as proof of enrollment as well as your acceptance letter. Failure to send these documents will result in you being removed from consideration for this position.

AGENCY CONTACT INFO:

Serena Watters
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Email: watters.serena@pbgc.gov
Agency Information:

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