

STUDENT CAREER EXPERIENCE PROGRAM OPPORTUNITY

DEFENSE SECURITY ASSISTANCE DEVELOPMENT CENTER (DSADC)

Mechanicsburg, PA

The Defense Security Assistance Development Center (DSADC) is the primary development and sustainment organization for the Defense Security Assistance Management System (DSAMS), which is a large automated information system (AIS). DSADC is directed by the Defense Security Cooperation Agency under the direction, authority and control of the Assistant Secretary of Defense for Global Security Affairs (ASD(GSA)).

Our primary mission is to maintain the software which comprises the DSAMS system and to develop and ultimately deploy major new components thereof, and to maintain the Centralized Information System for International Logistics (CISIL) and the Management Information System for International Logistics (MISIL) on behalf of the Army and Navy, respectively. Evolving missions include support for other joint security assistance/cooperation AISs such as the Security Cooperation Information Portal (SCIP) and the Case Execution Management Information System (CEMIS).

Position

Student Trainee/Information Technology Specialist (Technical Support Division). We are recruiting under the Federal Government's Student Career Experience Program (SCEP). DSADC currently has one (1) position available in our Technical Support Division for students majoring in Information Technology or other computer-related fields of study such as business administration. The incumbent's primary duties include assignments within the division, primarily in the Help Desk, and possibly in Local Area Network administration web site support. The incumbent assists the senior/technical lead in each area as assigned. In this role, the incumbent uses primarily telephonic and e-mail communication skills to support the customers at DSADC and within the Defense Security Assistance Management System (DSAMS) user base. The incumbent may use a variety of Personal Computer (PC) and/or server-oriented utilities and development tools, both LAN-based and stand-alone versions. These packages may include operating systems, electronic mail, word processing, database, spreadsheet, presentation packages, web development tools, network diagramming software, scripting and programming languages, and other utilities, command languages, and software tools, as required.

Work Schedule

Students work part-time during the academic year and full time (40 hrs) during the summer months. Part-time work can be as little as 16 hours per week. DSADC also offers a flextime schedule that incumbents may use while employed full time. Students must maintain a minimum of a 2.0 G.P.A. to be considered for this program.

Earn While You Learn

Paid internship salary is commensurate with academic credits and is set by the Federal General Salary Schedule. Entry at the GS-04 level requires completion of 2 academic years of post-high school study or an Associates Degree -- \$12.36 per hour starting salary.

About the SCEP job opportunity

The Student Career Experience Program offers valuable work experience directly related to your academic field of study. It provides formal periods of work while you are attending school. It requires a commitment by you, your school, and DSADC. The program requires a total of 640 work hours to complete which must be fulfilled by the time the student graduates. There is promotion potential up to the GS-05 level (\$13.83 per hour) while in the SCEP program.

Conversion Potential

There is a possibility of a non-competitive appointment to a permanent, full-time position after graduation to a Career-Ladder position. Career-Ladder promotions are non-competitive up to the GS-11 level which currently has a starting annual salary of \$55,429.00 (OPM Special Salary Rate Table 999B).

Job Description

Incumbent will assist the DSADC customer support team providing technical and operational support to the DSAMS customer base. Work includes providing ongoing support to established sites by responding to help requests submitted by e-mail, telephone, voice mail, and the Internet; working directly with affected customers to resolve technical problems; providing direct/immediate response when possible; working with the team to analyze and resolve complex systemic problems and issuing appropriate bulletins to the customer base.

Incumbent will document all customer site information in the DSAMS Enterprise Data Base (DEDB). All problem reports, issues, enhancement requests, etc. will be fully documented in the DEDB. Special assignments, etc. will be documented in after action or in-progress reports and provided to the supervisor. Incumbent will also provide weekly status and accomplishment reports to the supervisor.

Desired Skills

Knowledge of computer and network components and configurations.

Knowledge of UNIX/Windows based software tools to include utility software, command/control languages, development tools, and software installation/configuration concepts and principles.

Knowledge of Office Automation tools such as word processors, spreadsheets, databases, presentation packages, diagramming/graphics tools, E-mail and others.

Ability to communicate effectively with a varied customer base to gather pertinent data or to provide guidance/assistance.

Ability to perform research, summarize information and provide reports.

Ability to analyze project requirements and make recommendations for solving problems.

Veterans Preference

Have you ever served in the military? If yes, include your DD214.

Equal Opportunity Employer

All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

How To Apply

Submit **Résumé** and **Transcript** to: **Cindy.Goodyear@dsadc.dsca.mil**

OR mail to:

Defense Security Assistance Development Center
Attn: Cindy Goodyear (Code 911D1)
5450 Carlisle Pike, Building 107 North
Mechanicsburg, PA 17055

Phone: (717) 605-9087

Résumés must include Social Security Number

You must be a U.S. Citizen

Résumés must be received by: November 28, 2008