

NAVY CAREER INTERN PROGRAM
Management Assistant, GS-0344-07
Entry Level: GS-5 (1 vacancy)

OPENS: 09/16/2010

CLOSES: 09/16/2010

AREA OF CONSIDERATION: Open to all U.S. Citizens.

DESCRIPTION: This is a formal, two-year paid internship with the Department of Navy. The selected will provide command instruction management and executive assistance to the Deputy Commander, Director for Administration, and Chairman of the Environment of Care Executive Committee, and provides day to day administration to a staff of military personnel in the Central Files division. Individuals successfully completing the program may be non-competitively converted to a permanent Federal position.

STARTING SALARY: \$34,067.00 per year

LOCATION: Naval Medical Center San Diego, Directorate for Administration

PROMOTION POTENTIAL: Promotion to the next higher level is contingent upon satisfactory completion of training requirements and continuous satisfactory performance.

QUALIFICATION REQUIREMENTS:

GS-5: One year of experience equivalent to at least the GS-4 is required at the GS-5 level.

EMPLOYMENT BENEFITS:

Career Development Opportunities/Vacation and Sick Leave Program/Health and Life Insurance/Retirement Plan

NOTE: This position is Full Time, 8 hour shifts, Monday - Friday.

HOW TO APPLY:

Submit the following documents:

- a. Resume (must indicate name of employer, month and year from beginning to end of employment, and hours worked per week ;) *PLEASE SEE ATTACHED SAMPLE*
- b. College Transcripts (copies accepted)
- c. DD214, Certificate of Release or Discharge from Active Duty
- d. SF-15 and required documentation if claiming 10-point veteran's preference

SUBMIT TO: Rachel.takashima@med.navy.mil VIA EMAIL ONLY!

VETERAN'S PREFERENCE: Will be applied in accordance with Title 5 USC, Section 2108. For more information please see OPM's Veterans Guide that provides regulatory guidance in determining veteran's preference for hiring and is available at: www.opm.gov/veterans/html/vetguide.htm