



National Wildlife Federation's
ECOLEADERS

EcoCareerConference

Building Pathways to Sustainable Careers

FEB 22-23 2017 / VIRTUAL

Conference Program

2017

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NWF ECOCAREER CONFERENCE 2017

Introduction

Thank you for participating in our inaugural National Wildlife Federation EcoCareer Conference.



EcoLeaders is National Wildlife Federation's national environmental leadership certification and career development program. Currently, approximately 2,000 college student and young professional leaders at over 400 colleges and universities in every U.S. state and over a dozen other countries are working toward EcoLeader certification. The program's ultimate goal is to boost leadership and career preparedness of emerging sustainability leaders.

The EcoCareer Conference 2017 will prepare students and young professionals for wildlife and sustainability careers by providing information on the latest EcoCareer trends from leading analysts and employers, clarifying career enhancing credentials and academic offerings, and formulating a better understanding of the competencies employers seek in the green sector.

The goals of the conference are as follows:

1. Discover the types of jobs available in the clean economy, compensation levels, and advancement opportunities across clean economy sectors.
2. Enhance understanding of how to develop effective career plans that include degree programs and project-based learning credentials, while becoming familiar with supportive programming offered through the NWF EcoLeaders Program.
3. Explore online sustainability career skill resources that can help college instructors enhance academic offerings for sustainability across various disciplines.
4. Meet others across fields interested in leading for a clean economy including, students, faculty and employers and learn about ways to support one another.



We hope you enjoy your experience and learn a great deal on how to prepare yourself and/or your students to participate in the green workforce of the future!

The NWF EcoLeaders Team,

Courtney Cochran, David Corsar, Crystal Jennings, Kristy Jones, Julian Keniry, and Eriqah Vincent



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Agenda

DAY 1 - CONFERENCE DAY (FEBRUARY 22 STARTING AT 10:00 AM EST - 5:30 PM EST)

Time	Session Title	Session Description	Speakers
10:00 - 10:15	Opening	Brief introduction, platform overview, and agenda overview	David Corsar (NWF) Telspan Rep
10:15 - 10:28	Welcoming Address	Your Green Career: What's in it for Students, Faculty and Wildlife & Why College Matters More than Ever	Collin O'Mara (NWF)
10:28 - 10:30	Keynote Introduction	Julian Keniry to introduce Kevin Doyle	Julian Keniry (NWF)
10:30 - 10:55	The Future of Environmental Careers: Growing a Resilience Economy	Introduction to the concept of a resilience economy and how the rise of resilience as a goal and organizing principle affects individual EcoCareers.	Kevin Doyle (Green Economy)
11:00 - 11:15	Icebreaker Poll	Interactive polls on attendees' characteristics, such as region, graduate or student class, reason for joining call, schools, orgs, etc).	Courtney Cochran (NWF) Kristy Jones (NWF)
11:15 - 12:00	New Millennium Post-Secondary Credentials and Degrees: Energy, Buildings and More	Leading industry association representatives speak about sustainability jobs in their fields and related postsecondary credentials and advanced degrees and how these credentials can be used to further your career plans.	Julian Keniry; Marcia Lochmann (WorkerFIT); Keith A. Norris (The Wildlife Society); Talia Schmitt (NWF EcoLeader); Jaime Van Mourik (USGBC)
12:00 - 12:15	Break from the Screen	Participants are encouraged to stretch, grab lunch, take a phone call, restroom break, etc.	



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Time	Session Title	Session Description	Speakers
12:15 - 1:00	New Millennium Post-Secondary Credentials and Degrees: Energy, Buildings and More	Same as PART I	Same as PART I
1:00 - 1:15	Advice from Professionals	Video clip combining info from career center interviews and webinars under various sectors	Courtney Cochran Kristy Jones
1:15 - 2:45	Green Career Stepping Stones	This session will focus on the importance of obtaining leadership skills, especially through project-based opportunities, and other stepping stones, such as internships and research, in order to further one's career plans.	Kevin Coyle (NWF); Rita Alison (Aramark); David Corsar; MaKara Rumley (Hummingbird); Capri St. Vil (The Corps Network)
2:45 - 3:00	Break from the Screen	Participants are encouraged to stretch, grab lunch, take a phone call, restroom break, etc.	
3:00 - 4:15	Hiring Trends: Getting Wired for Being Hired	This session will focus on trends in hiring for a variety of sustainability jobs and sectors, programs that your organizations offer, and other tips that can be used to further one's career plans.	Bridget Burnell (General Motors); Michael Gale (U.S. Fish and Wildlife Service); Mary Wright (Jobs for the Future)
4:15 - 4:45	The Leaders of Tomorrow	Preparing student leaders for pathways to leading careers in the clean economy.	Na'Taki Osborne Jelks (NWF and Agnes Scott College)
4:45 - 5:15	Closing	Survey, overview of what to expect on Day II	David Corsar



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DAY 2 - WORKSHOP DAY (FEBRUARY 23 STARTING AT 12:00 PM EST - 3:30 PM EST)

Time	Session Title	Session Description	Speakers
12:00 - 12:10	Day II Opening	Introductions, platform overview, and agenda overview	David Corsar
12:10 - 12:35	20 Million Global Sustainability Campaign	What it is? Why is it important? How can students get involved?	Julian Keniry; Meghan Fay Zahniser (AASHE); Michele Madia (Second Nature); Jaime Van Mourik
12:35 - 1:05	Earning Your NWF EcoLeader Certification	Sustainability Leadership Credential: NWF's Project-Based Certification: A Powerful Formula for Student Career and Leadership Success for Sustainability	Courtney Cochran Kristy Jones
1:05 - 1:35	Green Career Pathway Planning	Individual Green Career Pathway Planning with help from the NWF EcoLeader Program	David Corsar Elizabeth Morgan
1:35 - 1:50	Break from the Screen	Participants are encouraged to stretch, grab lunch, take a phone call, restroom break, etc.	
1:50 - 2:20	Teaching Sustainability Career Skills	Tour of Online Course & Tips on Earning the Certificate of Mastery of Sustainability Education Essentials	Julian Keniry
2:20 - 2:30	Conference Closing	Survey and What's next for EcoLeaders	David Corsar
2:30 - 3:30	Networking Sessions	Q&A on YouTube Live	Eriqah Vincent (NWF)



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Special Thanks

The National Wildlife Federation, and especially the EcoLeaders team, would like to offer our sincere thanks to our Conference and Program sponsors, listed below. The support of businesses and organizations like these make the exciting and impactful work of preparing the emerging green workforce possible!

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PROGRAM SPONSORS



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Bios

WELCOMING ADDRESS

Collin O'Mara

President and CEO; National Wildlife Federation

Collin O'Mara serves as President and CEO of the National Wildlife Federation, America's largest wildlife conservation organization with 49 state and territorial affiliates and nearly six million members and supporters. Under Collin's leadership, the National Wildlife Federation is focused on conserving wildlife ranging from bison and bighorn sheep to pollinators like monarch butterflies and native bees, defending public lands and access to outdoor recreation, restoring America's waterbodies, improving habitat resilience, advancing environmental education (including publishing Ranger Rick magazines), and connecting every American child with the great outdoors.



Collin comes to the National Wildlife Federation from the state government of Delaware where he led the Delaware Department of Natural Resources and Environmental Control as Cabinet Secretary from 2009 through 2014. He spearheaded a range of initiatives, including Delaware's "No Child Left Inside"/ Children In Nature campaign, a comprehensive strategy to confront childhood obesity by reintroducing children to the outdoors; the First State Trails and Pathways Plan, a multi-year initiative to expand and connect the state's trail system; and the Delaware Bayshore Initiative, an effort to establish the region as a world-class conservation and low-impact recreation tourism destination for hunting, birding, fishing, hiking, canoeing, and kayaking, as part of the President's America's Great Outdoors Initiative. Collin also led the largest investment in environmental infrastructure in Delaware's history, including more than \$200 million in wastewater and storm-water systems, beach restoration, dam and dike repair, drainage projects, and park and wildlife areas.

Collin has served on numerous boards including as Co-Chair of the Natural Resources and Agriculture Subcommittee of the President's Task Force on Climate Adaptation and Preparedness, Chair of the Regional Greenhouse Gas Initiative, Chair of the Ozone Transport Commission, Chair of the Climate and Energy Subcommittee of Environmental Council of the States, and Executive Council of Chesapeake Bay Program.

Collin was a Marshall Scholar at the University of Oxford, a University Fellow at the Maxwell School of Citizenship and Public Affairs, and a Presidential Scholar at Dartmouth College. He is a Catto Fellow at the Aspen Institute, a U.S. Green Building Council LEED (Leadership in Energy and Environmental Design) accredited professional, and completed Stanford Business School's Executive Management Program in Environmental Sustainability. Collin lives in Delaware and spends every possible moment in nature with his wife Krish and daughter Riley.



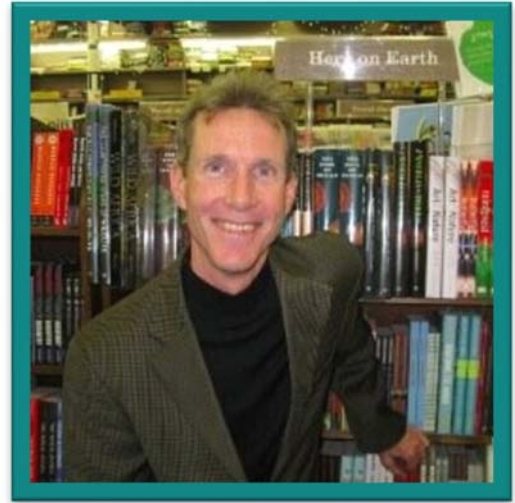
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OPENING KEYNOTE

Kevin Doyle

Principal; Green Economy

Kevin Doyle is a national expert on environmental and clean energy careers. After fifteen years as National Director of Program Development for Environmental Careers Organization, Kevin launched an independent consultancy in 2007. He is the co-author of many clean energy jobs studies with BW Research, and is professional development lead for NOAA's Coastal and Coral Management Fellowships. Kevin's consulting and campus workshop clients have included USDA Forest Service, Yale University, University of Massachusetts, University of Iowa, University of Michigan, Jobs for the Future, Northeast Clean Energy Council, Commonwealth of Massachusetts, and dozens more. He serves on numerous advisory groups, including the steering team of the "Next Generation" undergraduate careers project from the Ecological Society of America and Society of Conservation Biology. Kevin is co-author of three reference books about environmental jobs, including *The ECO Guide to Careers That Make a Difference*, and is currently working on a new book about emerging environmental, energy and sustainability career trends.



Kevin is an independent consultant, serving environmental and sustainability clients in business, government, academia and the nonprofit sector since 2007. He provides a range of services, including: labor market/careers research, employer engagement for education, strategic planning, facilitation for decision-making, program evaluation, and professional training. Kevin is also workforce development co-chair for the Northeast Clean Energy Council. He co-manages the online clean energy directory (www.cleanenergyeducation.org), leads the NECEC role in the MA Clean Energy Internship Program, tracks workforce trends, and serves as a liaison between NECEC member companies and the regional workforce development and education community.

Before launching Green Economy, Kevin was the National Director of Program Development at the headquarters of Environmental Careers Organization (ECO) from 1988-2007. ECO was a national nonprofit organization with offices in San Francisco, Seattle, Cleveland, Tampa and Boston. As National Director of Program Development, Kevin was a leader in creating employer-financed programs that supported 12,000 paid internships and fellowships for students from hundreds of colleges in all fifty states.

Kevin's work has been noted by New York Times, Boston Globe, Boston Globe Magazine, Newsweek, Forbes, E Magazine, Marketplace Money, Living on Earth, National Public Radio, Sierra, Outside, Chronicle Channel 5 (Boston), Mass High Tech News, Boston Business Journal, Grist, and more.

Kevin is a Phi Beta Kappa graduate in Geography/Environmental Planning from the University of Iowa. He was honored by the University of Iowa School of Liberal Arts as one of only six graduates from the University's history to be selected for the inaugural class of UI Alumni Fellows.



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PANEL DISCUSSION I - NEW MILLENNIUM POST-SECONDARY CREDENTIALS AND DEGREES: ENERGY, BUILDINGS AND MORE

Talia Schmitt

Campus EcoLeader and Student at William and Mary

Talia is a sophomore at The College of William & Mary in Williamsburg, Virginia. She is studying environmental science and plans on pursuing a career as an environmental educator. She co-founded the program, Eco-Schools Leadership Initiative (ESLI) in which high school and college students use games and activities to teach elementary school students about the environment. The goal of this organization is to provide resources and a network of students to those interested in environmental education. This summer ESLI is partnering with Fairfax County Public School's Get2Green and the National Wildlife Federation to put on Fairfax County's Environmental Education Conference. Talia is also her school's Sustainability Dining Intern and works to provide students with fresh and local options as well as educate the student body about sustainability initiatives like composting in the dining halls.



Marcia Lochmann

Associate Vice President of Global Learning and Development; WorkerFIT Partners



Marcia is an experienced leader with a passion for integrating sustainability principles into the fabric of the organizations in which she serves. In her role with WorkerFIT Partners, Marcia is collaborating with Global Corporate College in the United States and Global Applied Technology Education in China to implement a unique program directed by China's Ministry of Education, "Green China 200." This national initiative aims to transform university learning outcomes to meet the demand of 21st century enterprises in China and abroad, by focusing on applied learning and sustainability-minded skill sets, and matching the skills and employers with the WorkerFIT software.

In addition to her work abroad, Marcia stays active in local and regional sustainability initiatives in Missouri and Illinois where she co-founded the St. Louis Chapter for the International Society of Sustainability Practitioners, a non-profit which serves to build sustainability professionals across multiple industry sectors and professions. Marcia enjoys helping organizations reach their corporate social reporting goals with experience in multiple methodologies including B-Corp (Benefit Corporation), GRI (Global Reporting Initiative), STARS (Sustainability Tracking and Reporting System) and others. Marcia earned a BA in Education from Indiana University and an MS in Environmental Science from Texas A&M University.



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Jaime Van Mourik

Director of Higher Education; US Green Building Council

At the US Green Building Council, Jaime offers institutions guidance through the green building planning and implementation process and advises on how the LEED Green Building Rating System® can act as a framework for shaping sustainability initiatives in teaching, research and practice. Jaime oversaw the development of USGBC's most comprehensive higher education strategy guide, Roadmap to a Green Campus and the creation of LEED Lab.

Prior to joining USGBC, Jaime worked as a project manager at GreenShape, a sustainable design consulting firm, assisting over 30 projects pursuing LEED certification, and from 2002-2007, Jaime worked at the National Building Museum managing educational programs about the built environment. Jaime has taught design to students of all ages including collegiate teaching positions at the Catholic University of America School of Architecture and Planning and Northern Virginia Community College and serves as both a visiting lecturer and critic for local D.C. schools.

Jaime serves on the Smart & Sustainable Campuses Conference Program Committee; she was involved in the 2005, 2007 and 2009 Solar Decathlon serving as a communications juror. Jaime is an Associate AIA member and LEED Accredited Professional. She holds a Bachelor of Architecture from Virginia Tech and a Master of Architectural History from the University of Virginia.



Keith A. Norris

Director of Government Affairs & Partnerships; The Wildlife Society



Keith Norris is the Director of Government Affairs & Partnerships at The Wildlife Society, where he advances policies and professional development opportunities to empower, enable, and assist wildlife professionals in science-based management and conservation of wildlife and their habitats.

Keith holds a B.S. degree in Wildlife from Purdue University, a M.A. degree in Public Policy & Management from the John Glenn School of Public Affairs, and a M.S. degree in Environment & Natural Resources – Wildlife and Fisheries at The Ohio State University, and is certified as an Associate Wildlife Biologist®. His career has included positions in wildlife research, education, policy advocacy, leadership development, and program administration.



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PANEL DISCUSSION II - CAREER AND PROJECT-BASED LEADERSHIP

Kevin Coyle

Vice-President of Education and Training; National Wildlife Federation

Kevin Coyle has committed thirty-five years to improving America's education and environmental education fields. He joined the National Wildlife Federation as vice president for education in 2005.

Prior to NWF, Kevin was president of the National Environmental Education & Training Foundation (NEETF), an award-winning organization chartered by Congress to strengthen U.S. environmental learning. He has also led and founded several other educational and environmental organizations, including River Network, Inc. (Washington, DC and Portland), American Rivers, and the American Land Resource Association.

Kevin is trustee and immediate past chair of The Potomac Conservancy, trustee of The Alice Ferguson Foundation, and has served two terms as chairman of The Natural Resources Council of America. He holds a bachelor's degree in sociology from LaSalle University, a JD in environmental law from Temple University, and the Conservation Leadership Institute Certificate from the Wharton School of Business.



Rita Alison

National Senior Manager, Aramark Environmental Sustainability



Rita Alison has been with Aramark Education for fourteen years. As National Senior Manager for Environmental Sustainability, Rita elevates Aramark Higher Education's environmental commitments while assisting accounts in developing unique sustainable solutions. She is presently responsible for strategic and tactical development, oversight of program implementation, training and the continual improvement of the environmental sustainability platform.

Prior to serving in her role as National Senior Manager for Sustainability and Environmental Stewardship Rita held the position of District Marketing Manager in the Southeast. She facilitated many accounts, including UNC Chapel Hill, Wake Forest and Elon University, in elevating healthy, sustainable dining options and solutions. This included implementation of sustainable practices, including

communication and marketing of all programs.

Rita has a Bachelor's of Business Administration from James Madison University with a focus in marketing and hospitality and tourism management and a Master of Business Administration from Elon University. She recently completed her LEED GA. Outside of Aramark, Rita enjoys taking care of her boys and volunteering in her community.



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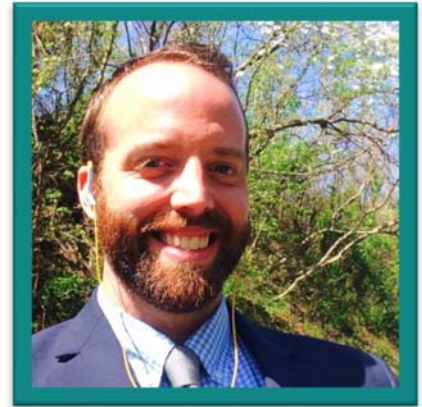
David Corsar

Career Center Manager; National Wildlife Federation

David Corsar is the Career Center Manager for the National Wildlife Federation EcoLeaders program. NWF EcoLeaders is a robust career and leadership development program for college students and professionals all across the U.S. and beyond.

David completed a full 2-year Peace Corps service in the Republic of Armenia where he focused on professional and organizational development for local community-based NGOs. Prior to his Peace Corps service, David worked as an environmental engineer and project manager at a global engineering consulting firm, CDM Smith, where he oversaw the development and use of hydraulic models evaluating water distribution and wastewater collection systems. He also served as Secretary of the Virginia State Committee of Water for People, an international development organization working in water and sanitation across the globe.

David received Bachelor of Science and Master of Engineering in Environmental Engineering from Old Dominion University in Norfolk, VA and a Master of Public Administration from George Mason University in Fairfax, VA.



Makara Rumley

Principal; Hummingbird



MaKara Rumley is the Principal at Hummingbird, a firm that specializes in crisis management, community outreach, and environmental consulting. She was formerly Senior Advisor at the EPA, Region 4, where she advised the Administrator on State, Local, and Community Engagement. MaKara uses her experience from being an environmental justice attorney and activist to ensure the EPA addressed the priorities of communities in their environmental engagement.

MaKara is a graduate of George Washington University Law School and received her undergraduate degree from Spelman College. She has clerked for a 6th Judicial Circuit Court Judge in Maryland and managed her own successful law practice. Her interest in the nexus between human rights and Mother

Nature began early in her career during her work with Amnesty International and The National Geographic Society. She continues to be committed to the right of all people to live in an environment free from disproportionate health burdens created by pollution.

MaKara lives in Atlanta, GA, with her husband, three children, dog Snowflake, and cat Cat-e. In her free time, she enjoys spending time with her family, traveling, and crafting.



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Capri St. Vil

Director of Education and Workforce Development; The Corps Network

Capri St. Vil is the Director of Education and Workforce Development at The Corps Network in DC, where she helps identify career pathways and postsecondary opportunities for Corpsmembers. She has worked on developing “Digital Badges” with Service Year Alliance to capture the learning and development from one’s term of service. She came to The Corps Network in 2012 to work on the Post-Secondary Success Education Initiative.

For four years, Capri was a Core Faculty member and then Director of Student Life and Disability Services at Antioch University Seattle. Prior to joining the Corps Network, she was in NYC where she developed an education program in the Bronx that served over 400 young people a year and worked primarily with foster care youth. Capri has over 25 years of experience in education in New York City, Seattle, and DC working in Adult Education and high school. She taught Media Studies/Cultural Studies for ten years at Seattle Central Community College, which is where she was also introduced to the concept of “Coordinated Studies/Learning Communities,” which is a collaborative interdisciplinary approach to higher education.

Capri has her BFA in Television Production and her MA in Educational Technology and Instructional Design from New York University.



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PANEL DISCUSSION III - HIRING TRENDS: GETTING WIRED FOR BEING HIRED

Mary Wright

Senior Director for Demand Side Engagement and Analytics; Jobs for the Future

Mary V.L. Wright is Jobs for the Future's Senior Director for Demand Side Engagement and Analytics. She helps low-skilled adults move into and through postsecondary education and on to careers that pay family-sustaining wages. Mary leads several JFF projects including one with the US Department of Education on how to better inform the field on the value of Employability Skills. In addition, she is JFF's lead for the Job Driven Vocational Rehabilitation Technical Assistance Center.



Prior to joining JFF, Mary served as director at The Conference Board in New York City, driving its work in workforce readiness, business, and education partnerships. Ms. Wright co-authored or acted as project director on several key reports on workforce readiness skills including *Are They Really Read to Work* and *The Ill-Prepared Workforce*. Mary has an MBA in public/nonprofit management from Columbia University and a Bachelor's degree in urban affairs from Connecticut College.

Bridget Burnell

Global Manager of Environmental Sustainability Initiatives, General Motors



Bridget Burnell is the Global Manager of Environmental Sustainability Initiatives at General Motors, leading a team of experts in renewable energy, biodiversity, waste reduction, recycling and environmental outreach. She manages programs that help employees leave a smaller footprint and share best practices. Bridget mobilizes a team working to achieve wildlife habitat certification at all GM facilities, expand beyond the 152 facilities that send zero waste to landfill, and make progress toward powering all GM facilities' electricity needs with renewable energy by 2050. She leads GM's Global Environmental Compliance and Sustainability student program, supporting recruitment and professional development.

Prior to her current role, Bridget was the senior environmental engineer for global environmental programs and served as an environmental engineer for GM facilities in Lansing, Grand Rapids and Saginaw, Michigan. Burnell earned a Master of Science in Leadership for leading sustainability from Walden University in Minneapolis and a Bachelor of Science in environmental policy and political science from Central Michigan University. She is a Certified Hazardous Materials Manager, Advanced Certified Sustainability Practitioner and Certified Storm Water Operator. Burnell is a member of the Suppliers Partnership for the Environment and Michigan Association of Hazardous Materials Professionals.



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Michael Gale

Special Assistant; U.S. Fish and Wildlife Service

Michael Gale is a wildlife biologist living in Washington, D.C with over a decade of conservation experience. His professional interests are primarily in the human dimensions of wildlife conservation, particularly in the intersection of creativity, technology, writing and communications, and nature and biodiversity conservation.

Michael has worked in various roles for a number of organizations, including the National Geographic Society, Association of Zoos and Aquariums, International Fund for Animal Welfare, and the U.S. Fish and Wildlife Service (USFWS), where he has worked for over eight years. Currently, Michael is a Special Assistant for the USFWS working on priority natural resource issues—his biggest project is to support the agency’s effort to save the Monarch butterfly.

A Truman and Udall Scholar, Michael graduated Summa Cum Laude from the University of Florida with a B.S. in Zoology and minors in Wildlife Ecology & Conservation and Music Performance in Saxophone. Michael has a Masters of Public Administration (MPA) from the Maxwell School at Syracuse University.

Michael participated in the 2014 cohort of the National Wildlife Federation’s Emerging Leaders Fellows program. His project explored fantasy storytelling as a vehicle for inspiring conservation. Michael is finishing his first book, “Keystone,” a biodiversity-themed fantasy novel for young adults.



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CLOSING KEYNOTE

Na'Taki Osborne Jelks

Education and Advocacy Programs Manager; National Wildlife Federation

Na'Taki Osborne Jelks is the Manager for Education and Advocacy Programs and is responsible for building the capacity of individuals and community organizations to take personal and civic action to restore the communities in which they live, work, play, worship, and learn through NWF's youth environmental education and leadership development program for teens of color (Earth Tomorrow) and through various adult civic engagement and advocacy initiatives. This work includes leading coalition building efforts to get kids connected to nature through policy and programmatic avenues, and engaging underrepresented communities in conservation efforts to combat global warming, restore habitat in Atlanta's diminishing urban forest, create green jobs, and train the next generation of environmental leaders.



For her work on environmental justice issues, engaging diverse communities in conservation, and improving environmental quality and quality of life for low-income and communities of color in Atlanta, Na'Taki has been recognized by and received numerous awards from a diverse number of organizations and agencies including the Georgia House of Representatives, the Georgia Legislative Black Caucus, the Environmental Careers Organization, the Atlanta Chapter of the National Alumnae Association of Spelman College, the Turner Broadcasting Systems (TBS), and Former U.S. President, Bill Clinton. She has also received recognition from Redbook, Ebony, Uptown, the Atlanta Tribune, Atlanta CityMag, and Atlanta Woman magazines.

Na'Taki is an alumna of Spelman College. She earned her Master's of Public Health in Environmental and Occupational Health from Emory University.



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20 MILLION GLOBAL SUSTAINABILITY CAMPAIGN ANNOUNCEMENT

Meghan Fay Zahniser

Executive Director; AASHE

Meghan is the Executive Director for the Association for the Advancement of Sustainability in Higher Education (AASHE). She has been with AASHE for six years and previously held the positions of Director of Programs and STARS Program Manager. Previously, Meghan worked as Sustainability Specialist at NELSON, where she provided sustainability expertise and consulting services to various clients. She also spent over five years working at the U.S. Green Building Council where, as Manager of Community, she developed and managed a local chapter network for building industry professionals and helped create the Emerging Green Builders program that integrates students and young professionals into the green building movement. Meghan also worked as Environmental Educator for the University at Buffalo Green Office, organizing campus and community education focused on energy conservation, green building, and sustainable living. She holds a bachelor's degree in Social Sciences, with concentrations in environmental studies and health & human services, from the University at Buffalo and a master's degree in Organization Management and Development from Fielding Graduate Institute.



Michele Madia

Director of Education and Partnerships; Second Nature



Michele is the Director of Education and Partnerships at Second Nature, where she focuses on financing sustainability initiatives in higher education by working with colleges and universities, as well as with partner organizations and other stakeholders. Prior to coming on board at Second Nature, she was Director, Environmental Leadership at the National Association of College and University Business Officers (NACUBO), where she was responsible for the association's portfolio of sustainability programs, products, and services.

In her role as liaison to the association's Sustainability Advisory Panel, she elevated the issue of sustainability for NACUBO members by incorporating a variety of sustainability topics in the monthly Business Officer magazine; including a sustainability track in every annual meeting; presenting on the topic to the Board of Directors; educating meeting planning staff about adopting green meeting policies; and challenging NACUBO to become an association leader in sustainability. Working collaboratively with other higher education associations, she established, designed, and developed program content for the annual Smart and Sustainable Campuses Conference.

Michele graduated from Miami University with a B.A. in English Literature and Art History. She studied abroad at the John E. Dolobois European Center in Luxembourg and she received her M.A., Education Policy (Education Policy, Planning, and Administration) from the University of Maryland, College Park.



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Jaime Van Mourik

Director of Higher Education; US Green Building Council

At the US Green Building Council, Jaime offers institutions guidance through the green building planning and implementation process and advises on how the LEED Green Building Rating System® can act as a framework for shaping sustainability initiatives in teaching, research and practice. Jaime oversaw the development of USGBC's most comprehensive higher education strategy guide, Roadmap to a Green Campus and the creation of LEED Lab.



Prior to joining USGBC, Jaime worked as a project manager at GreenShape, a sustainable design consulting firm, assisting over 30 projects pursuing LEED certification, and from 2002-2007, Jaime worked at the National Building Museum managing educational programs about the built environment. Jaime has taught design to students of all ages including collegiate teaching positions at the Catholic University of America School of Architecture and Planning and Northern Virginia Community College. Jaime serves on the Smart & Sustainable Campuses Conference Program Committee; she was involved in 2005, 2007 and 2009 Solar Decathlons serving as a communications juror. Jaime is an Associate AIA member and LEED Accredited Professional. She holds a Bachelor of Architecture from Virginia Tech and a Master of Architectural History from the University of Virginia.

Julian Keniry

Senior Director, EcoLeaders and Higher Education; National Wildlife Federation



Julian Keniry strives to make education for sustainability a top priority while placing biodiversity at the center of all disciplines. With the National Wildlife Federation and partners, Julian has spearheaded such programs as Campus Ecology, the Greenforce Initiative, and EcoLeaders, as well as a project-based sustainability leadership credential for emerging leaders, twelve annual green campus innovation awards programs, a certificate of mastery for educators, national higher education sustainability report cards, a large case study database, and a fellowship program. She also advanced a national youth clean energy partnership and co-founded a campaign for 20 million global sustainability citizens.

Ecodemia: Campus Environmental Stewardship at the Turn of the 21st Century (1995), her first book, launched many subsequent resources and courses across the world. Most recently, she directed and co-authored *the Greenprint: A Plan to Prepare Community College Students for Careers in the Clean Economy* (2016). Julian earned undergraduate degrees in International Relations and German from Agnes Scott College and a Master's degree in Environmental Science and Policy from Johns Hopkins University, and serves as a senior advisor to the American Association of Sustainability in Higher Education (AASHE) as well as on the board of the Institute for Conservation Leadership (ICL).



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ONLINE SUSTAINABILITY SKILLS TUTORIAL

Julian Keniry

Senior Director, EcoLeaders and Higher Education; National Wildlife Federation

Julian Keniry strives to make education for sustainability a top priority while placing biodiversity at the center of all disciplines. With the National Wildlife Federation and partners, Julian has spearheaded such programs as Campus Ecology, the Greenforce Initiative, and EcoLeaders, as well as a project-based sustainability leadership credential for emerging leaders, twelve annual green campus innovation awards programs, a certificate of mastery for educators, national higher education sustainability report cards, a large case study database, and a fellowship program. She also advanced a national youth clean energy partnership and co-founded a campaign for 20 million global sustainability citizens.

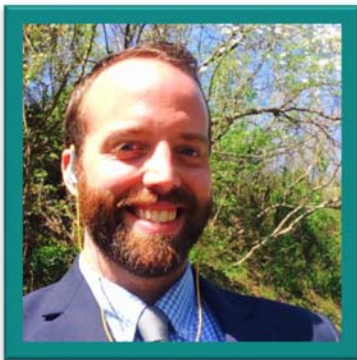


Ecodemia: Campus Environmental Stewardship at the Turn of the 21st Century (1995), her first book, launched many subsequent resources and courses across the world. Most recently, she directed and co-authored *the Greenprint: A Plan to Prepare Community College Students for Careers in the Clean Economy* (2016). Julian earned undergraduate degrees in International Relations and German from Agnes Scott College and a Master's degree in Environmental Science and Policy from Johns Hopkins University, and serves as a senior advisor to the American Association of Sustainability in Higher Education (AASHE) as well as on the board of the Institute for Conservation Leadership (ICL).

GREEN CAREER PATHWAY PLANNING WORKSHOP

David Corsar

Career Center Manager; National Wildlife Federation



David Corsar is the Career Center Manager for the National Wildlife Federation EcoLeaders program. NWF EcoLeaders is a robust career and leadership development program for college students and professionals all across the U.S. and beyond.

David completed a full 2-year Peace Corps service in the Republic of Armenia where he focused on professional and organizational development for local community-based NGOs. Prior to his Peace Corps service, David worked as an environmental engineer and project manager at a global engineering consulting firm, CDM Smith, where he oversaw the development and use of hydraulic models evaluating water distribution and wastewater collection systems. He

also served as Secretary of the Virginia State Committee of Water for People. David received Bachelor of Science and Master of Engineering in Environmental Engineering from Old Dominion University in Norfolk, VA and a Master of Public Administration from George Mason University in Fairfax, VA.



NWF ECOCAREER CONFERENCE 2017

EARNING YOUR NWF ECOLEADER CERTIFICATION

Courtney Cochran

EcoLeaders Community Manager; National Wildlife Federation

Courtney serves as Community Manager for NWF's EcoLeader Initiative - an online leadership certification program with an online support community for emerging environmental leaders. Courtney graduated from Warren Wilson College in Asheville North Carolina with a BA in Political Science and an even deeper appreciation for the beautiful Swannanoa Valley and the power of community.

While at Warren Wilson, Courtney served for four years on the Environmental Leadership Center (ELC) work crew in the role of Publications Assistant. Based largely on her work at the ELC Courtney received the Upper French Broad River Defense Association Outstanding Achievement Award as well as the Roosevelt-Ashe Society Award for Outstanding Youth in Conservation. In her free time, Courtney enjoys long hikes and live music.



Kristy Jones

Senior Manager, EcoLeaders and Campus Ecology; National Wildlife Federation



Kristy manages campus team memberships, resources such as web conferences and sustainability fellowships, internships, key partnerships, and has co-authored Higher Education in a Warming World – The Business Case for Climate Leadership on Campus.

Before joining NWF, Kristy worked at the Foundation for Environmental Security and Sustainability as an office/research coordinator. Kristy also spent six years working for the Center for Field Studies at George Mason University (GMU). One of her largest projects at GMU was managing The Bahamas Environmental Research Center on Andros Island. Kristy has led several field studies to The Bahamas and Costa Rica. She has a B.A. in Anthropology and master's in Environmental Studies. Kristy is a LEED Green Associate.



NWF ECOCAREER CONFERENCE 2017

NETWORKING SESSIONS

Eriqah Vincent

National EcoLeader Coordinator; National Wildlife Federation

As National EcoLeader Coordinator for the National Wildlife Federation's EcoLeaders Program, Eriqah R. K. Vincent manages the program's recruitment and oversees leadership development initiatives within this community of youth conservation and environmental leaders. She also works to strengthen local and regional networks of campuses, such as the Georgia Campus Sustainability Network, committed to sustainability by organizing educational events.



Eriqah is a 2010 departmental honors graduate of Spelman College with a bachelor's degree in Comparative Women's Studies. Her main personal and professional passion is to provide resources and in depth student environmental leadership development to Historically Black Colleges and Universities, like her beloved alma mater, in an effort to advance minority presence in this movement.

Eriqah has worked extensively with the Let's Retrofit a Million Project (formerly Let's Raise a Million), and was the Georgia Coal Diversity Organizer intern for the Southern Alliance for Clean Energy (SACE). She is currently a member of the Diverse Environmental Leaders (DEL) National Speakers Bureau and was just appointed to the newly established Youth Perspective Climate Justice Work Group with the Environmental Protection Agency, a subset of EPA's longstanding National Environmental Justice Advisory Council. Eriqah plans to start her master's program soon to obtain an MPA in Nonprofit Management.



NWF ECOCAREER CONFERENCE 2017

Contact Information

NATIONAL WILDLIFE FEDERATION ECOLEADERS

111000 WILDLIFE CENTER DRIVE
RESTON, VA 20190
(703) 438-6322

ECOLEADERS@NWF.ORG
WWW.NWFECOLEADERS.ORG



Attachments



NWF ECO CAREER CONFERENCE 2017

“WHAT IS ESLI?” BROCHURE





What is Eco-Schools Leadership Initiative?

Eco-Schools Leadership Initiative (ESLI) is a youth-driven program in which high school and college students use games and activities to teach elementary school students about an environmental topic. ESLI's mission is to create a network of young people who are passionate about environmental education. With chapters throughout Virginia, we have been able to educate over 325 kids. Learn more on our website eslileaders.org or send us an email at ecoschoolleaders@gmail.com.



NWF ECO CAREER CONFERENCE 2017

GENERAL MOTORS "10 THINGS TO KNOW ABOUT GM'S SUSTAINABILITY APPROACH"
BROCHURE



GENERAL MOTORS

10 Things to Know about GM's Sustainability Approach

We're committed to building stronger communities and a better world through improved mobility.

1. **Cleaner vehicles:** Mary Barra and 12 other automotive CEOs – convened through the World Economic Forum – committed to the vision of [decarbonizing automotive transport](#). We view connectivity, car- and ride-sharing, and electric and autonomous vehicles as key elements toward a more sustainable future.
2. **Climate:** We believe there's economic value in addressing climate change. We're the only automaker to sign the Ceres Business for Innovative Climate & Energy Policy [Climate Declaration](#) and one of the first 13 companies to sign the White House [Climate Pledge](#).
3. **Energy:** We are an [energy efficiency](#) leader. We lead all companies in the EPA's ENERGY STAR Challenge for Industry to cut energy use.
4. **Renewables:** We committed to generate or source all electrical power for our 350 operations in 59 countries with [100% renewable energy](#) by 2050. These efforts save us \$5 million a year.
5. **Zero waste:** We aspire to achieve zero-waste manufacturing and now have an industry-leading 152 [landfill-free facilities](#) that recycle, reuse or convert to energy all their waste from daily operations.
6. **Recycling:** If you put all the material we [recycle](#) in one year in the beds of extended cab Chevrolet Silverados and parked them end-to-end, they would stretch around the world.
7. **Wildlife habitats:** We use our lands to help halt biodiversity loss. We are [halfway](#) toward our goal to earn wildlife habitat certification at all of our manufacturing sites by 2020, leading the auto industry.
8. **Volunteerism:** Thousands of GM volunteers across the globe participate in [impactful projects](#) mentoring youth, conducting food drives, assisting with the disaster relief efforts and more.
9. **Giving:** Our global social impact strategy promotes economic growth around the world. We seek to advance STEM education, improve vehicle and road safety, and build sustainable communities.
10. **Collaboration:** We collaborate with unlikely partners, including our own [competitors](#) and [non-governmental organizations](#) to create a greener economy and conserve vital resources. We seek solutions to systemic challenges that will better our cities and world.

Resources:

- Learn more at GM.green and [sign up](#) for updates.
- View our sustainability report at [GMsustainability.com](#).
- [Subscribe](#) to our monthly corporate responsibility newsletter.



NWF ECO CAREER CONFERENCE 2017

GENERAL MOTORS "CARS ARE OUR BUSINESS, BUT THE ENVIRONMENT IS OUR CAUSE"
BROCHURE



DRIVEN TO INNOVATE

It's an exciting time to work for the automotive industry. We are busy reinventing the automobile and you have the opportunity to influence this transformation.

We're restructuring our entire portfolio to maximize efficiencies. Think smaller, cleaner, more efficient engines that don't sacrifice performance. Lighter vehicles with aerodynamics that let you cut through the wind on a winding country road. And the ability to fuel up on gas, diesel, biofuels and electricity.

Equipped with more clean-energy patents than any other U.S. company, we're reinventing automotive DNA.

We're also providing customers the connectivity they want in their vehicles while helping improve safety, relieve congestion, charge up on renewable energy and increase fuel efficiency.



WE CAN'T DO IT ALONE

Industry transformation will not come from one company's actions alone. We collaborate with unlikely partners, including our own competitors and such non-governmental organizations as the Union of Concerned Scientists and World Wildlife Fund to create a greener economy and conserve vital resources.

This mindset of collaboration extends to improving the communities in which we work and live. After all, our customers not only care about how we build our vehicles, but how we engage with the world around us. We take our environmental leadership seriously in terms of helping others and sharing what we've learned. You'll have the chance to mentor students of all ages on watershed education and give back through organized community outreach efforts throughout the year.

When you work for GM, you become part of a network that thrives on innovation, collaboration and partnership.

Given our scale, global footprint and some of the brightest minds in sustainability influencing our business decisions, GM is making real progress in tackling the world's most challenging environmental issues. Do you share our values? Help transform transportation around the world. **JOIN US.**

GENERAL MOTORS

**CARS ARE OUR
BUSINESS, BUT THE
ENVIRONMENT
IS OUR CAUSE.**

TRANSFORMING TRANSPORTATION

We are on a mission to make our industry more sustainable, from the vehicles we drive to the facilities that make them.

Our efforts to deliver efficient transportation, conserve resources, address climate change and positively impact our communities strengthen our business and give us pride in our work.

Take part in this movement. Join us as we transform the auto industry and mobility as we know it.

careers.gm.com





Renaissance Center urban garden utilizes shipping crates repurposed as raised garden beds.

THE BUSINESS CASE FOR ZERO WASTE

Efficient transportation goes hand in hand with efficient manufacturing.

To us, waste is simply a resource out of place. We reuse and recycle more waste from our facilities than any other automaker. We have 130^{*} landfill-free facilities around the world that send zero waste to landfills—about ¾ of which are manufacturing plants.

FUN FACT: When you take your trash to the curb each week, you're putting more trash to landfill than all of these operations combined.

This all contributes to our bottom line. The money we generate from our recycling—about \$1 billion a year—goes right back into clean-energy technologies and product innovation so that we continue the momentum.

*Landfill-free facilities number continually growing.

BRIGHT IDEAS TO ADDRESS CLIMATE CHANGE

We stand out by taking a stand on climate. When we conserve energy and use renewable energy, we save money. When we provide more efficient vehicles, our customers save money. All of these are good for the environment and provide business value. More importantly, they reduce the greenhouse gas effects that impact climate change.

We're looking for people who understand these same priorities and want to help us drive even greater progress.

Did you know we are one of the largest commercial solar users in the U.S.? We are an industry leader in terms of reducing the amount of energy we consume, therefore reducing our overall carbon impact.

For four years, we've taken home EPA's most coveted award for corporate energy management, the EPA ENERGY STAR® Partner of the Year.

73 of our manufacturing plants globally have received recognition for their continued energy efficiency—more than any other company in the world.



WILDLIFE: IT'S IN OUR NATURE

The colorful native flowers and wildlife outside our office windows are another way we lead. GM has more habitat programs certified by the Wildlife Habitat Council than any other automaker.

Overall, we maintain 5,000 acres of such habitat. These areas are maintained and enjoyed by our employees, and used throughout the year for youth education and community outreach.

We build vehicles and biodiversity. Our habitats provide food, water, cover and space for common species from pollinators to foxes, and help create corridors for migratory birds to rest as they fly to their winter homes.

Some of our employees have even caught a glimpse of threatened species such as the Eastern Fox Snake or the endangered Peregrine Falcon.

NWF ECO CAREER CONFERENCE 2017

"2014 FINDING AND APPLYING FOR FEDERAL SERVICE OPPORTUNITIES" BROCHURE



Finding and Applying for Federal Service Opportunities

Updated: October 2014



Agenda

Why Federal Opportunities?

- A Job for Every Interest
- Benefits of Government Service
- Where the Jobs Are

Find the Right Fit

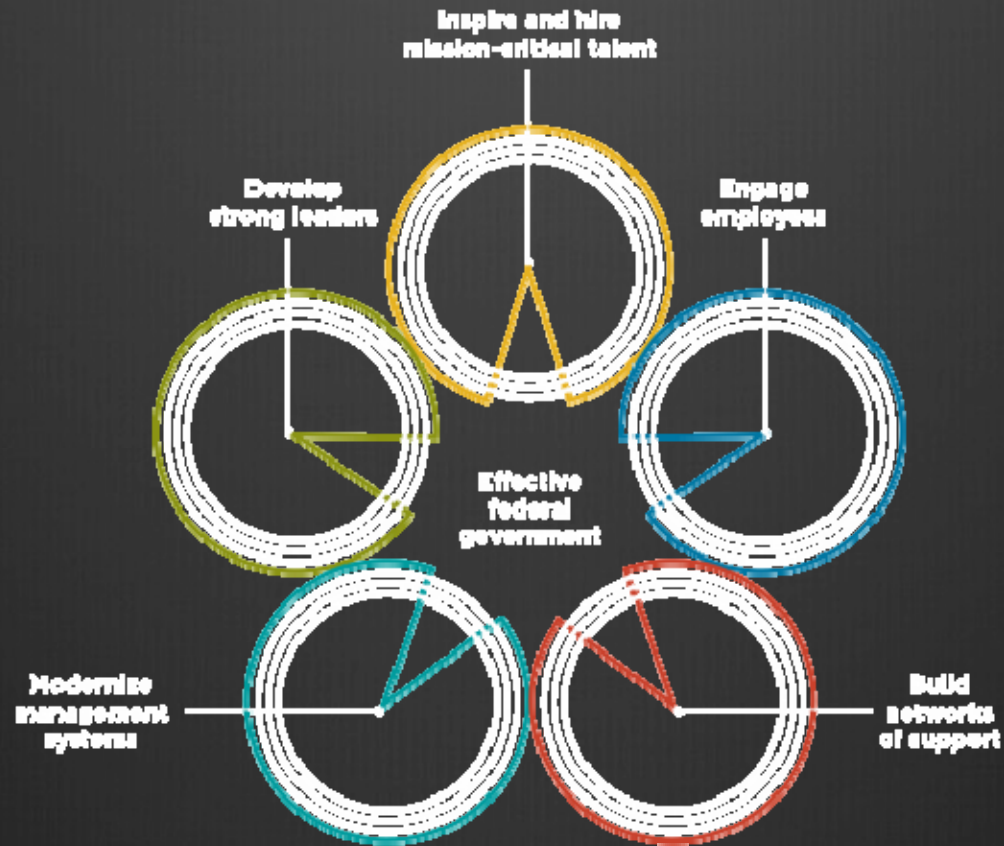
- Do Your Homework
- Web Resources
- Student Programs

How to Apply

- Search for Positions
- Build Your Federal Resume
- Assessments



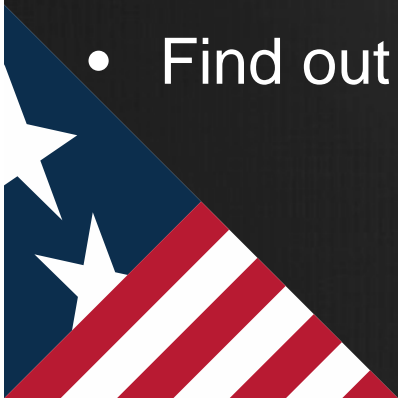
Partnership Overview



The Partnership for Public Service is a nonprofit, nonpartisan organization that works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works.

Partnership & Call to Serve

- The Partnership for Public Service is a nonprofit, nonpartisan organization that works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works.
- *Call to Serve* is a joint effort of the Partnership and the Office of Personnel Management that is committed to reestablishing links between college campuses and federal agencies, and educating students about federal employment opportunities.
- Find out more at calltoserve.org



Real Federal Employees



Saskia van Gendt
Environmental Protection Agency,
Region IX



Andrew Rabens
Department of State, Bureau of
Near East Affairs

Visit servicetoamericamedals.com for
additional federal employee profiles!



Why Federal Government?

- Make an impact in a big way!
- Great benefits
 - Work/life balance: flexible schedules and vacation
 - Possible student loan repayment assistance
 - Complete health and retirement benefits package
- High levels of responsibility
- Valuable work experience
- Training and professional development



Pay and Benefits

General Schedule (GS) is the pay scale for most federal jobs

- Grades 1-15
 - 10 steps within each grade
- Locality Pay - pay varies by geographic location
- Some occupations have separate scales (i.e. IT, engineering)
- Move up several grades within a few years
 - For example: GS-7, Step 1: \$33,979/Step 10: \$44,176



General Schedule (GS) Grade Criteria

Grade	Qualifying Education
GS-4	Associate's degree
GS-5	Four academic years above high school leading to a bachelor's degree OR a bachelor's degree
GS-7	Bachelor's degree with one of the following: <ul style="list-style-type: none">• Class standing (upper third of class)• 3.0 or higher GPA; 3.5 or higher GPA in major• Honor society membership
GS-9	Master's degree (or equivalent)
GS-11	Doctorate degree

GS-5 and GS-7 are considered "entry level"



Pay and Benefits

City	GS-5	GS-7	GS-9	GS-11
Atlanta	\$33,049	\$40,939	\$50,077	\$60,587
Chicago	\$34,659	\$42,933	\$52,516	\$63,538
Dallas	\$33,432	\$41,413	\$50,656	\$61,288
New York City	\$35,662	\$44,175	\$54,035	\$65,377
San Francisco	\$37,443	\$46,382	\$56,735	\$68,643
Washington, D.C.	\$34,415	\$42,631	\$52,146	\$63,091

Source: www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/ATL.pdf

2-3 Years Later,
Possible Career
Progression

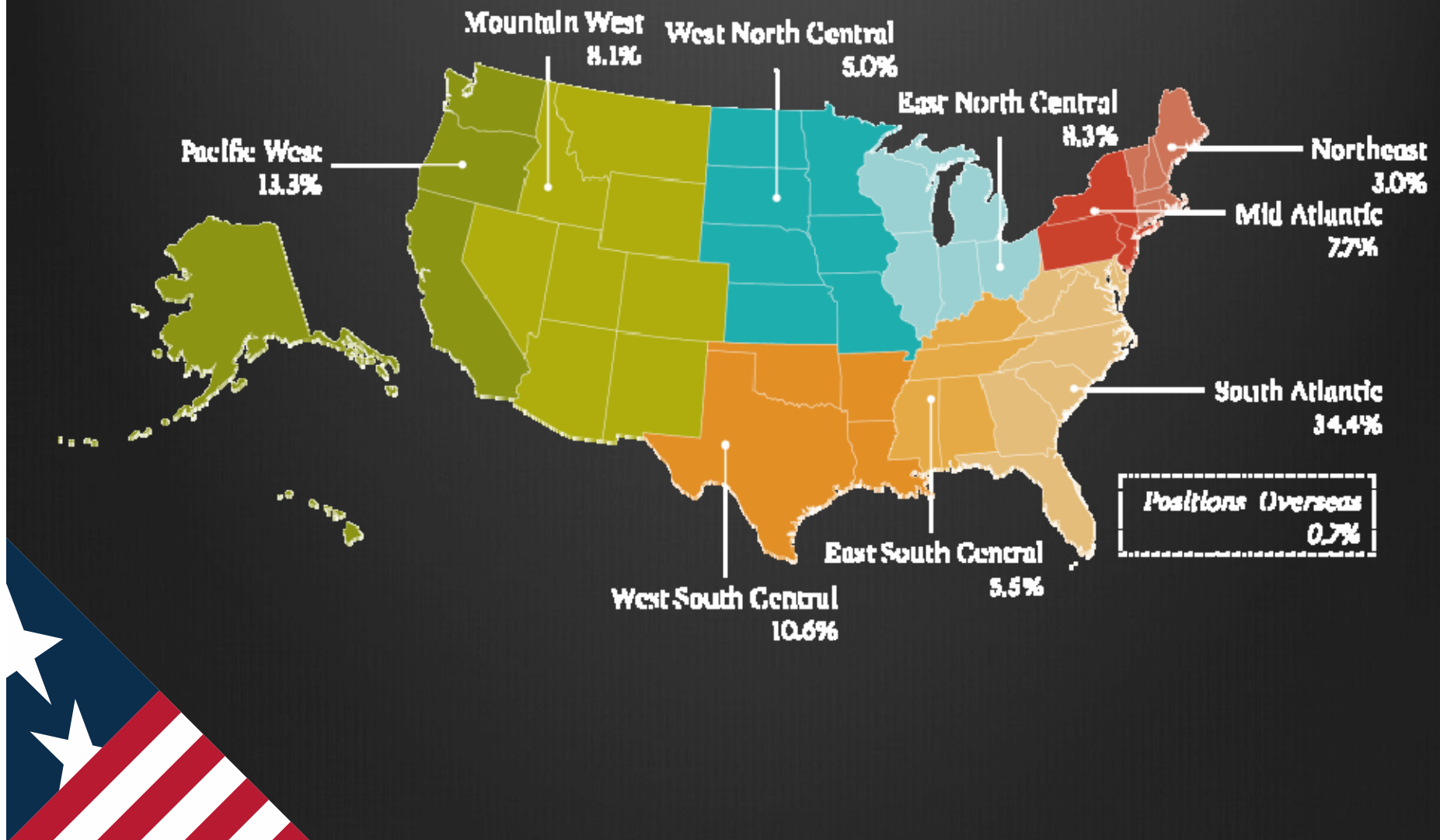


Assist Students in Finding the Right Fit

- By Location
- By Career
- By Agency
- By Position



Find the Right Fit: By Location



Find the Right Fit: By Career

In 2013, 42,910 individuals were hired into permanent, full-time occupations in the federal government at the entry-level (GS-4 to GS-11)

Majors most likely to list the federal government as their ideal career



Political Science or History 26.8%



Environmental Science 14.5%



Foreign Language 13.7%

Occupation	# Employees
Medical and Public Health	11,724
Administration	6,596
Miscellaneous	4,343
Business and Finance	4,277
Investigation and Inspection	2,899
Social Sciences and Psychology	2,549
Legal	1,798
Engineering and Architecture	1,794
Personnel Management	1,305
Information Technology	1,137
Physical and Biological Sciences	891

Source: fedscope.opm.gov

Find the Right Fit: By Career

Mission Critical Positions

- Science
- Technology
- Engineering
- Math
- Medical



Web Resources

- **Career Guides**
http://gogovernment.org/government_careers/index.php
- **Go Government** also information about finding and applying for federal jobs and internships. On this site you will find a step by step guide to the application process, occupation guides telling you which agencies have people with your background and in what positions, and profiles of young feds.
- **Best Places to work in the Federal Government**
<http://bestplacetowork.org/BPTW/index.php>
- **USAJobs** <https://www.usajobs.gov/>
 - Federal Occupations by College Major
 - A – Z List of Federal Agencies



Advising Resource:

Career Guides



SEARCH FOR MATHEMATICS POSITIONS

With so many opportunities to use your mathematics skills, it may be helpful to sort positions by job category. The most common categories are listed below. You can search USAJOBS.gov using these keywords or by using the job-series code, a four-digit number corresponding to a government job category.

Job Categories

- 1500 Mathematical Sciences
- 1501 General Mathematics and Statistics
- 1510 Actuarial Science
- 1515 Operations Research
- 1520 Mathematics
- 1525 Mathematical Statistics
- 1530 Statistics
- 1531 Statistical Assistant
- 1550 Computer Science Series

Examples of Job Positions

Computer Scientist (1500)
Department: U.S. Air Force
Agency: Air Force Materiel Command
Salary Range: \$41,563 - \$126,575/year
Location: San Diego, California

As a computer scientist, you will:

- Research, analyze and integrate complex computer and network systems.
- Ensure systems deliver the required capabilities and comply with security policy.
- Provide guidance regarding selection and acquisition of Computer, Control, Computer and Intelligence (C4I) systems.

Statistician (1530)
Department: Department of Commerce
Agency: Bureau of the Census
Salary Range: \$42,467 - \$93,332/year
Location: Dallas, Texas

As a statistician, you will:

- Develop and design survey questionnaires.
- Assist in data collection operations.
- Analyze and evaluate data.
- Disseminate study results through written publications and oral presentations.

Search Tips

As the nation's largest employer, the federal government has thousands of positions open at any one time. Here are our top tips for finding the right job announcements for you:

- 1. Do Your Research.** Explore a variety of positions and agencies, then focus your search to a few that align best with your interests and skills.
- 2. Visit Agency Websites.** Learn more about an agency's mission, structure and current hiring on their website.
- 3. Create an account on USAJOBS.gov** Save your job searches, build your resume and search for positions at usajobs.gov.

Did You Know?

- There are nearly 15,000 federal employees in mathematics fields.
- The government hired 84 percent of all mathematics employees in the last 3 years.
- The Department of Defense employs 60 percent of mathematics personnel.
- Candidates with minimal experience must have at least a bachelor's degree with a major in mathematics or 24 semester hours of mathematics courses.

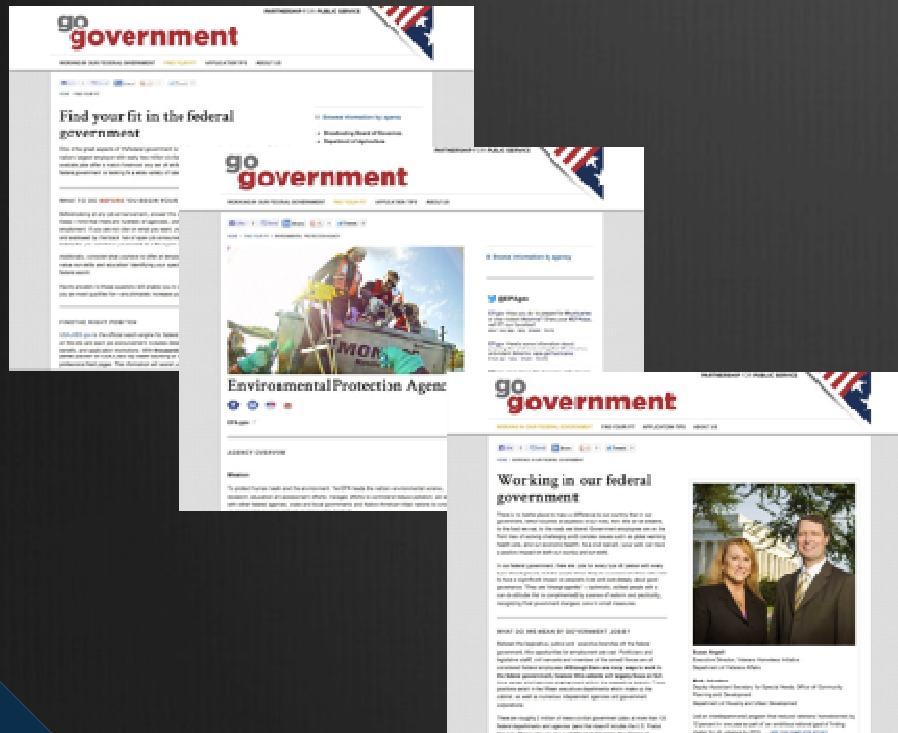
Visit us online at gogovernment.org/mathematics

Learn more about finding a government job or internship in mathematics and about:

- The Application Process
- Federal Agencies
- Pay and Benefits
- Writing a Federal Resume
- Security Clearances
- Searching for Positions
- USAJOBS.gov
- Internships
- Employee Profiles

go gov

Advising Resource: GoGovernment.org



Advising Resource: USAJOBS.gov



The screenshot displays the USAJOBS.gov website interface. At the top, a navigation bar includes links for Home, Search Jobs, My Account, and Resource Center, alongside a red button for SIGN IN OR CREATE AN ACCOUNT. The main header features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below this, a blue banner reads "Welcome Students and Recent Graduates". The central content area is divided into two sections. On the left, the "PATHWAYS" logo is prominently displayed, featuring three stars and a red and blue swoosh, with the text "FOR STUDENTS & RECENT GRADUATES TO FEDERAL CAREERS" underneath. On the right, a text block explains that under President Obama's leadership, the Federal Government has taken steps to help students and recent graduates join the Federal service. It mentions that new opportunities will appear on USAJOBS as agencies post them and encourages users to visit the site periodically or set up a [saved search](#). At the bottom of this section, there are two blue buttons: "Find Internships" and "Find Recent Graduates Jobs".

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS
"WORKING FOR AMERICA"

Welcome Students and Recent Graduates


PATHWAYS
FOR STUDENTS & RECENT GRADUATES
TO FEDERAL CAREERS

Under President Obama's leadership, the Federal Government has taken steps to help students and recent graduates join the Federal service. New opportunities will appear on USAJOBS as agencies post them. We encourage you to visit this site periodically, or set up a [saved search](#).

Find Internships Find Recent Graduates Jobs

Advising Resource: Federal Jobs by College Major

Federal Occupations by College Major

To help narrow your Federal job search, below is a list of academic majors and some Federal occupations directly related to those majors. Occupations with an asterisk (*) require an academic degree or coursework in a particular area of study for entry into the occupation. For other occupations, experience or a combination of related coursework and experience may be substituted for a degree. The academic majors and occupations listed are not all-inclusive.

You may begin your Federal job search on USAJOBS by searching using the *four-digit Series number* of the Federal occupation listed under the major. When you find a Job Opportunity Announcement (a.k.a. job posting) that interests you, pay close attention to all sections of the announcement, especially: *Who May Be Considered*; *Qualifications and Evaluations*; and *How to Apply* so you will know the specific requirements you must meet.

[Download the PDF file](#)

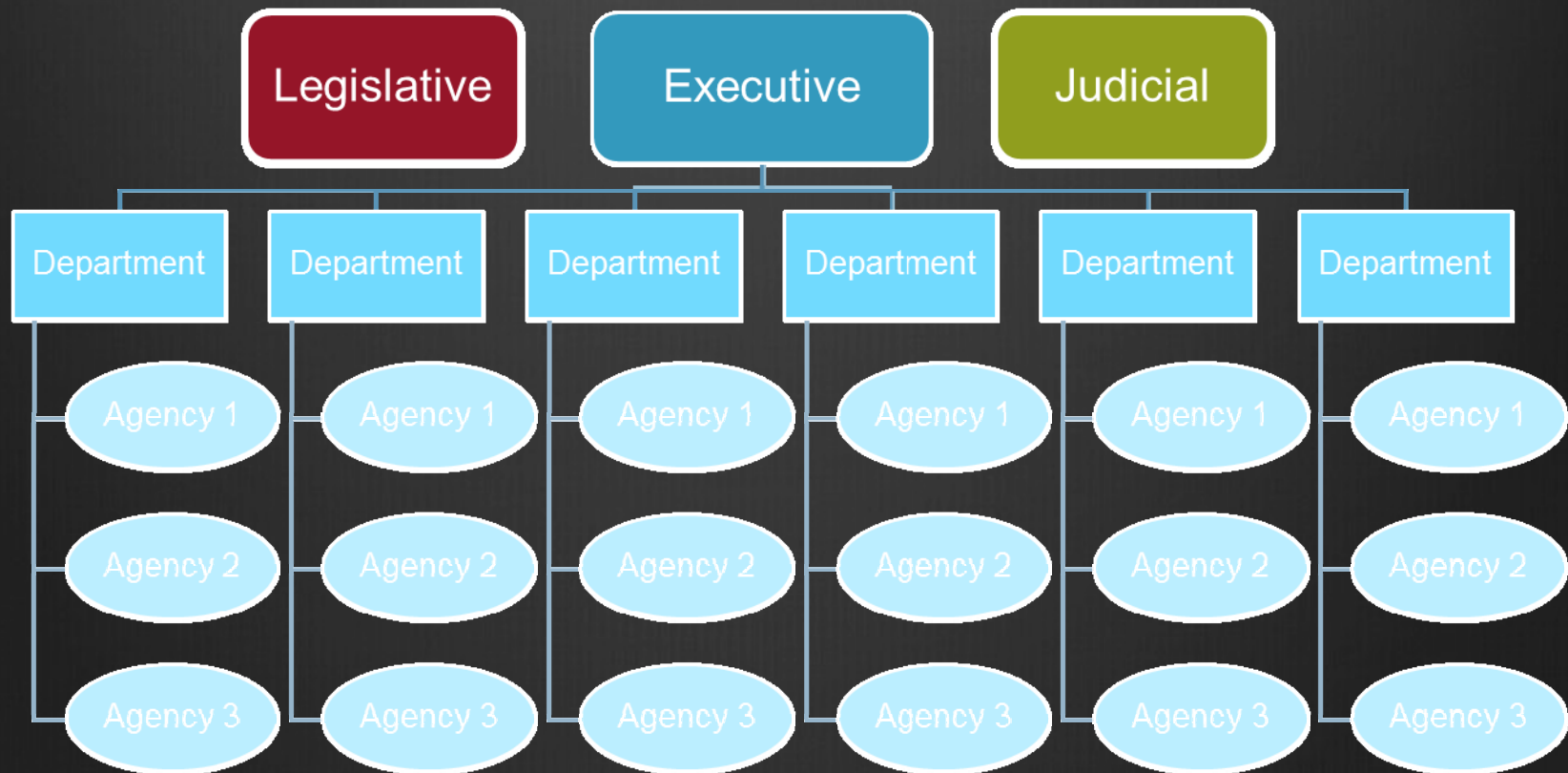
Contents [hide]

- 1 A - Ast
- 2 Atm - Civ
- 3 Com - Ear
- 4 Eco - Epi
- 5 FI - Il
- 6 Ind - Lan
- 7 Le - Me
- 8 Nu - Psychod
- 9 Psychol - Tel
- 10 Tex - Zoo

Find the Right Fit: By Agency



Find the Right Fit: By Agency



Independent Agencies and Government Corporations

Advising Resource: USA.gov



The screenshot displays the USA.gov website interface. At the top left is the USA.gov logo with the tagline "Government Made Easy". To the right is a search bar with a magnifying glass icon and a "SEARCH" button. Below the logo is a navigation bar with four tabs: "Get Services", "Explore Topics", "Find Government Agencies", and "Contact Government". On the right side of the navigation bar are links for "E-mail", "Print", "Share", and "RSS". The main content area shows a breadcrumb trail: "Home > Agencies > A-Z Index > A-Z Index of U.S. Government Departments and Agencies". The title "A-Z Index of U.S. Government Departments and Agencies" is prominently displayed. Below the title is a row of links for each letter of the alphabet from A to Z, followed by "X-Z". The letter "A" is highlighted. Under the "A" link, a list of agencies is provided, each preceded by a bullet point and underlined:

- [Administration for Children and Families \(ACF\)](#)
- [Administration for Native Americans](#)
- [Administration on Aging \(AoA\)](#)
- [Administration on Developmental Disabilities](#)
- [Administrative Committee of the Federal Register](#)
- [Administrative Office of the U.S. Courts](#)
- [Advisory Council on Historic Preservation](#)
- [African Development Foundation](#)
- [Agency for Healthcare Research and Quality \(AHRQ\)](#)
- [Agency for International Development](#)
- [Agency for Toxic Substances and Disease Registry](#)
- [Agricultural Marketing Service](#)
- [Agricultural Research Service](#)
- [Agriculture Department \(USDA\)](#)

Advising Resource: *Best Places to Work*

Partnership for Public Service

The Best Places to Work IN THE FEDERAL GOVERNMENT® 2013 RANKINGS

Home Overview Scores and Rankings Agency Services Contact Us Donate Find an Agency Go

Best Places to Work Agency Index Scores

The Best Places to Work Index score measures the overall performance of agencies and agency subcomponents related to employee satisfaction and commitment.

[How we calculate the index score](#)

Government-wide Score
Agency Index Scores
Agency Scores by Category
Agency Scores by Demographic
Compare Up to 3 Agencies
See All Participating Agencies

Large Agencies Mid-size Agencies Small Agencies Agency Subcomponents

Rank	Agency	2013	2012	Change
1	National Aeronautics and Space Administration	74.0	72.8	1.20
2	Department of Commerce	67.6	67.9	-0.30
3	Intelligence Community	67.3	70.8	-3.50
4	Department of State	65.6	68.2	-2.60
5	Department of Justice	63.5	63.8	-0.30
6	Social Security Administration	63.0	66.4	-3.40
7	Department of Health and Human Services	61.9	63.3	-1.40
8	Department of Transportation	60.9	63.6	-2.70
9	Department of the Treasury	59.5	66.1	-6.60

bestplacetowork.org

Advising Resource: Agency Websites



The screenshot displays the official website of the U.S. Food and Drug Administration (FDA). The header features the FDA logo, the agency name, and the tagline 'Protecting and Promoting Your Health'. Navigation links for various product categories are provided, along with a search bar and links for 'A to Z Index', 'Follow FDA', and 'En Español'.

The main content area is titled 'About FDA' and includes a breadcrumb trail: Home > About FDA > FDA Organization > Office of Medical Products and Tobacco > About the Center for Drug Evaluation and Research. A sidebar on the left lists the 'FDA Organization' with links to the Office of Medical Products and Tobacco, About the Center for Drug Evaluation and Research, CDER Offices and Divisions, Drug Safety Oversight Board, Jobs at the Center for Drug Evaluation and Research (CDER), Meeting Presentations (Drugs), CDER Exclusivity Board, What We Do (CDER), FAQs about CDER, Reports & Budgets (CDER), Manual of Policies & Procedures (CDER), and Contact CDER.

The main content area is titled 'Jobs at the Center for Drug Evaluation and Research (CDER) You Can Make a Difference'. It features a box with the 'FDA - The Public Health Mission' and a list of links: Press Announcements, Working at FDA, and Browse FDA Jobs at USAJOBS. Below this, a paragraph describes the CDER's role in protecting public health and the need for qualified individuals. A list of links follows: Mission and Activities of CDER, Executive Positions at CDER, Careers at CDER, Salary, Benefits, and FDA Financial Disclosure and Conflict of Interest Information.

A section titled 'Resources for You' includes links to the FDA Hiring Initiative: Generic Drug User Fee Amendments of 2012 (GDUFA) and FDA Science Careers and Scientific Professional Development. A box titled 'Applying for a job at CDER through USAJOBS' provides instructions on how to apply, including creating a USAJOBS account and following the link for instructions on creating and using a USAJOBS account to find jobs at FDA. It also lists links for View Current FDA Center for Drug Evaluation and Research Job Openings at USAJOBS, Post your resume online, Apply for Federal Government Jobs, and Receive automated Job Alerts. A final note mentions helpful hints when on the USAJOBS website if you are not using the link above for CDER positions.

Find the Right Fit: Pathways Programs

The Pathways Programs are designed to “offer students and recent graduates more uniform and transparent pathways to public service” and “improve recruiting and provide for training, mentoring, and career development opportunities.”



www.opm.gov/hiringreform/pathways

Find the Right Fit: Pathways Programs

Internship Program:

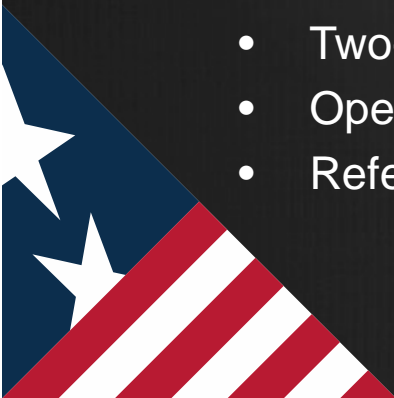
- Paid opportunities while still in school
- Agencies may convert eligible participants to full-time employment after successful program completion

Recent Graduate Program:

- One-year career development program
- Participants will be hired in cohorts aligned with academic calendars
- Apply within two years of receiving degree

Presidential Management Fellows Program:

- Two-year leadership development program
- Open to advanced degree candidates within two years of graduation
- Refer students to www.pmf.gov and Facebook page



Internship Program

What:

- Paid opportunities to intern at federal agencies and explore different career paths
- Eligible for conversion to full-time employment upon successful completion of the program (640/ 320 hours of work)

Who:

- Current students in qualifying educational institutions and programs

More Information:

- Volunteer positions are still available at many federal agencies



Recent Graduates Program

What:

- Dynamic developmental program
 - Participants go to an orientation, receive 40 hours of T&D, complete an Individual Development Plan (IDP) and are assigned a mentor!
- Eligible for conversion to full-time employment upon successful completion of the program

Who:

- Individuals with undergraduate or graduate degrees from qualifying educational institutions or programs

More Information:

- Candidates must apply within two years of degree or certificate program
- Eligible veterans have six years to apply after completing their education



Presidential Management Fellows Program

- What:
 - Government's most prestigious fellowship program
 - 2-year leadership development program
 - Participants go to an orientation, receive 80 hours of T&D, complete an IDP, are assigned a mentor and have at least one rotational or developmental assignment!
- Who:
 - Individuals with qualifying advanced degrees
- More Information:
 - Applications for the Class of 2015 are open from October 1–15, 2014
 - Candidates can apply during their final year as well as within two years of advanced degree completion
 - Learn more at www.pmf.gov



Top Advice for Current Students

- Begin looking/planning as soon as possible
- Summer deadlines:
 - Early fall for top security agencies
 - January/February for most other agencies
- Each agency will have a distinct process
- Do your research!



Five Steps To Apply for a Federal Job

1. Search for positions
2. Create your federal resume
3. Complete application questionnaires
4. Submit your complete application
5. Follow through with the agency



Review: Where to Find Job Announcements

- USAJOBS.gov
- Agency websites
- Career development centers
- Career fairs
- Social media
- Personal networks




Advising Resource: USAJOBS.gov



The screenshot shows the USAJOBS.gov homepage. At the top, there is a navigation bar with links: Home, Search Jobs, My Account, and Resource Center. On the right side of the navigation bar, there is a red button that says "SIGN IN OR CREATE AN ACCOUNT". Below the navigation bar, the USAJOBS logo is prominently displayed, featuring the text "USAJOBS" in large red letters and "WORKING FOR AMERICA" in smaller black letters below it. The logo is set against a background of a stylized American flag. Below the logo, there are two search input fields: "What: Keyword Tips" and "Where:". Below these fields is a blue button that says "Search Jobs" with a right-pointing arrow. To the right of the "Where:" field, there is a link that says "Advanced Search >". Below the search button, there is a horizontal bar with several links: "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", "Senior Executives", and "Special Hiring Events". Below this bar, there is a section for social media with the text "Follow USAJOBS" and icons for Facebook, Twitter, and YouTube. At the bottom of the page, there is a footer with several links: "Site Map", "Contact Us", "Help/FAQs", "Privacy Act and Public Burden Information", "FOIA", "About Us", and "USA.gov". Below these links, there is a small paragraph of text: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

USAJOBS Top Tips

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#) [SIGN IN OR CREATE AN ACCOUNT](#)



Refine Your Search

What: [Keyword Tips](#)

[Advanced Search >](#)

Where:
Radius: 20 miles

Sort By:

Search Results 1-10 of 60
Page: [\[1\]](#) [2](#) [3](#) [4](#) [5](#) [Last](#)
Page 1 of 6

Refine Your Results

☒ Jobs for U.S. Citizens
☐ Jobs for Federal Employees

You Added ...
[analyst](#) [Remove](#)
[Clear all and start new search](#)

Grade

Agency

Department Of Defense(28)
Department Of Health And Human Services(2)
Department Of Homeland Security(4)
Department Of Justice(2)
Department Of State(2)
Department Of The Treasury(6)
General Services Administration(1)
Judicial Branch(1)
Legislative Branch(1)
National Aeronautics & Space Administration(3)
Other Agencies and Independent Organizations(10)

Job Categories

Salary

Management and Program Analyst/Mgmt Analyst/Prog Analyst
[Quick View](#) | [More Like This](#)

before self, and excellence in all we do. This announcement may be used to fill Management and Program **Analyst**, Management **Analyst**, or Program **Analyst** positions. These positions are being filled under Expedited Hiring Authority for Acquisition Positions

Agency: Air Force Personnel Center
Location: [Multiple Locations](#)
Salary: \$60,274.00 to \$89,450.00 / Per Year
Open Period: Sunday, February 28, 2010 to Saturday, December 31, 2011

Contract Price/Cost Analyst
[Quick View](#) | [More Like This](#)


Total Army.;Serve as a contract price/cost **analyst** in a procurement office with responsibility13473.;Serve as a contract price/cost **analyst** in a procurement office with responsibilityincluded serving as a contract price/cost **analyst** evaluating contractor's proposed prices

Agency: Army Contracting Agency
Location: AL - Huntsville
Salary: \$69,930.00 to \$90,907.00 / Per Year
Open Period: Friday, July 01, 2011 to Friday, September 30, 2011

Management Analyst
[Quick View](#) | [More Like This](#)

an exceptionally well-qualified and experienced Management **Analyst**. The Rules Committee Support Office, which operates underpayments to vendors. In summary, the duties of the Management **Analyst** include but are not limited to the following: Helping coordinate

Spotlight



Test Spotlight 2
Join CEI and experience a unique opportunity alongside military personnel supporting DoD missions overseas.
[read more...](#)

[VIEW ALL SPOTLIGHTS](#)

USAJOBS Top Tips

Create A New Saved Search

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Keyword Search ?

(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search ?

Series Number Search ?

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

Salary Range ?

From To

Pay Grade (GS) ?

-- SELECT -- To -- SELECT --

Location Search ?

Show locations for this region:

United States

Choose State

United States
Alabama
Alaska
American Samoa
Arizona
Arkansas
California

Then Locale(s)

Click buttons to add/remove

Add >>

<< Remove

USAJOBS Top Tips

Occupational Groups by Job Series Code

0100	Social Sciences & Psychology	1300	Physical Sciences
0200	Human Resources Mgmt	1400	Library & Archives
0300	General Administrative	1500	Math & Statistics
0400	Natural Resources & Biology	1600	Equipment, Facilities & Services
0500	Accounting & Budget	1700	Education
0600	Medical, Hospital & Public Health	1800	Investigation, Enforcement & Compliance
0800	Engineering & Architecture	1900	Quality Assurance & Inspection
0900	Legal	2000	Supply
1000	Information & Arts	2100	Transportation
1100	Business & Industry	2200	Information Technology
1200	Copyright, Patent & Trademark		

How to Read a Job Announcement

Critical Components: Review these carefully!

- Qualifications
- Overview
- How to Apply



The screenshot shows a web page for a job announcement from the Environmental Protection Agency (EPA). The page has a navigation bar with tabs: Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply. The main content area is titled "Environmental Protection Agency" and lists the following details:

- Job Title:** Biologist
- Agency:** Environmental Protection Agency
- Job Announcement Number:** R-OCSP-DE-2014-0019
- SALARY RANGE:** \$42,631.00 to \$67,767.00 / Per Year
- OPEN PERIOD:** Wednesday, August 13, 2014 to Tuesday, August 19, 2014
- SERIES & GRADE:** GS-0401-07/09
- POSITION INFORMATION:** Full-time - Term not-to-exceed 13 months
- PROMOTION POTENTIAL:** 13
- DUTY LOCATIONS:** 2 vacancies - Arlington, VA [View Map](#)
- WHO MAY APPLY:** Any U.S. citizen may apply.
- SECURITY CLEARANCE:** Public Trust - Background Investigation
- SUPERVISORY STATUS:** No
- JOB SUMMARY:** [About the Agency](#)

Below the summary, there is a paragraph about Earth Day and EPA's mission, followed by a paragraph about the specific office location and a link to the EPA website: www.epa.gov/ocsp.

On the right side of the page, there is a sidebar with a dropdown menu "Go to section of this Job:" and four buttons: "Apply Online", "Print Preview", "Save Job", and "Share Job". Below these buttons is a section titled "Agency Contact Info" with the following information:

- Job Announcement Number:** R-OCSP-DE-2014-0019
- Control Number:** 370203600

How to Read a Job Announcement

QUALIFICATIONS REQUIRED:

[Back to top](#)

[Dock](#)

GS-05: You qualify at the GS-05 level if you possess three years of progressively responsible experience including the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions, plan and organize work, and communicate effectively orally and in writing. Experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying if it provides evidence of the skills necessary to perform the duties of the position. Experience of general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized tasks) is not creditable.

GS-07: You qualify at the GS-07 level if you possess one year of specialized experience including performing developmental assignments under the close guidance of a higher level specialist that provided exposure to a wide variety of management and administrative methods and techniques such as updating budget data on spreadsheets; compiling data for budget requests; preparing requests for personnel action; providing orientation to new employees; coordinating office moves and telephone service requirements; monitoring usage of government motor vehicles; collecting and analyzing information related to workflow, office procedures and control systems in support of program evaluations; and responding to routine questions concerning administrative procedures and requirements.

You must:

Meet all qualification requirements, including education and any selective placement factors at the time of application. Qualifications claims will be subject to verification which could occur at any stage of the application process.

Submit your resume, your online questionnaire, and any supporting documents by 11:59 p.m. Eastern Standard Time on the closing date of this announcement.

Experience and education qualifications for this position are in the Office of Personnel Management's Operating Manual. Please click on the link below for the Qualification Standards.

<http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>

Go to section of this job:

[Apply Online](#)

[Print Preview](#)

[Save Job](#)

[Share Job](#)

Agency Information:

CBP Minneapolis Hiring Center
5600 American Blvd
Suite 700
Bloomington, MN
55437-1450
USA
Fax: (478)757-3144

Questions about this job:

Staffing Team C
Phone: (952)857-2935
Fax: (478)757-3144
Email: CBP.MHC-
STAFFINGTEAMC@DH
S.GOV

Job Announcement Number:

MHCBPDE-453467-OC (ACWA)

Control Number: 2220832

How to Read a Job Announcement

HOW TO APPLY:

[Back to top](#)

Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information.

You are not required to submit official documentation as part of your application package; an unofficial version will be accepted during the application process. However, if selected, you must provide the required official documentation prior to appointment. If any part of your application is not received, it will be evaluated solely on the information available.

If you are unable to upload your information, you may fax it in. Please complete the cover page located at <http://staffing.opm.gov/pdf/usascover.pdf> using the vacancy LN 453467. Please provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. **The fax number is 1-478-757-3144.** If you previously uploaded documents into Application Manager, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. If you are unable to apply on-line, please contact the Human Resources Specialist listed at the end of this vacancy announcement at least one day prior to the closing date for further instructions. You may apply more than once, but the most recent application is the only one that will be used.

REQUIRED DOCUMENTS:

- **Resume:** A resume is required and must be in English. It must contain your full name, address, phone number, the last four digits of your Social Security Number, a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your work schedule and salary.
- **Transcripts** are required if basing any part of your qualifications on education. Education must be



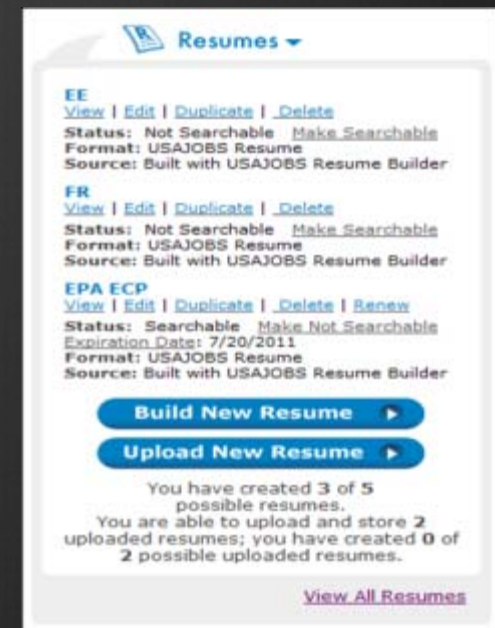
USAJOBS Top Tips: Summary

- Use key search terms
- Refine your search by location, position and agency
- Save your searches to save time!
- Review the job announcement carefully



Build a Federal Resume

- What is the difference between a federal resume and a traditional resume?
 - Length
 - Level of detail
 - Required information
- Create an account on **USAJOBS.gov**
 - Build and store up to 5 federal resumes
 - Upload your non-federal resume



Build a Federal Resume

ABRAHAM LINCOLN
111 President Drive
Washington DC, 20005 US
Mobile: 202 200 2222
Email: alincolin@asthpresidentn.com

Country of Citizenship: United States of America
Veteran's Preference: No
Highest Grade: GS-02-07, 06/20XX-08/20XX

Availability: Job Type: Permanent, Temporary, Recent Graduate
Work Schedule: Full Time

Desired Location: US-DC-Washington/Metro
US-VA-Arlington
US-VA-Alexandria

Work Experience:

Department of State (Educational and Cultural Affairs) Washington, DC US	9/20XX - 8/20XX Grade Level: 02 Hours per week: 40
Public Affairs Assistant Supervisor: John Smith (XXX-222-2222) Okay to contact this Supervisor: Yes	
<ul style="list-style-type: none"> Supervised ten contractors on communications, ensured project was delivered on time and budget Contacted and pitched media for program publicity resulting in four newspaper articles and two interviews Researched public affairs best practices in private sector and government, resulting in five adopted measures that improved agency performance Facilitated biweekly team meetings and conducted monthly diversity training presentations for twenty to thirty internal staff members Participated in team brainstorm sessions to analyze organizational problems and improve efficiency 	
Department of State (Educational and Cultural Affairs) Washington, DC US	9/20XX - 8/20XX Grade Level: NA Hours per week: 20
Intern Supervisor: John Smith (XXX-222-2222) Okay to contact this Supervisor: Yes	
<ul style="list-style-type: none"> Wrote fifteen articles about foreign education initiatives in Bureau newsletter and press releases Drafted twenty memoranda for the Undersecretary of State Assembled financial and budget information for use in Educational and Cultural Affairs internal materials Assisted with administrative tasks such as filing documents and organizing meeting logistics 	

Andrew Jones
1100 Rhode Island Avenue NW Washington, D.C. 20012 212.555.0000 jones.andrew@gmail.com

EDUCATION: Bachelor of Arts in International Relations & Spanish Studies, May 2010
University of Delaware, Newark, Delaware GPA: 3.52 / 4.0

LANGUAGES & STUDY ABROAD:

- Arabic (Intermediate) - American University in Cairo, Fall 2009 - Cairo, Egypt
- Spanish (Fluent) - University of the Americas, Spring 2007 - Puebla, Mexico
- Swedish (Fluent) - Leksand High School, August 2005 to June 2006 - Leksand, Sweden

EXPERIENCE:

Education & Outreach Fellow, Partnership for Public Service
August 2010 to Present Washington, D.C.

- Event planner of 15 projected events, each attended by upwards of 80 federal employees (hiring managers and CHCOs).
- Writes and distributes the monthly *Call to Serve* newsletter to over 5000 people at the federal government and collegiate levels.
- Develop the *FedExperience* program, a pipeline for experienced workers to fill mission-critical positions within the federal government, by writing, producing and distributing educational webinars to over 300 people.
- Expanded the *FedExperience* and IBM Corporate websites to connect scarce job seekers with federal positions.
- Engage and train via U.S. federal agencies to construct comprehensive information technology internship programs to sustain entry-level talent pipelines.

Intern, World Trade Center
January 2010 to May 2010 Wilmington, Delaware

- Served a range of administrative duties for the President/CEO
- Managed the official World Trade Center Delaware Twitter account, which was named in the "Top 100 Twitter Feeds to Follow for International Business" by Mashable.
- Wrote and co-edited the weekly international business development newsletter distributed to over 500 mission drive clients.

English as a Foreign Language Teacher, Student Action for Refugees
August 2009 to December 2009 Cairo, Egypt

- Coordinated intermediate English lesson plans for a classroom of 20 forcibly displaced refugees utilizing visual, kinesthetic and auditory teaching methods.
- Advanced 90% of the classroom to the next level of English lessons through a blend of English language and American culture lessons.

Intern, United Nations - Department of Public Information, English Language Unit
January 2009 to February 2009 New York, New York

- Researched breaking news, wrote transcripts and interviewed key members of the United Nations community.
- Produced six original, four minute radio features which were distributed through the website and broadcasted to international clientele in Africa, Asia and the Caribbean.
- Selected to have an original feature entitled *UN Works for a Mine-Free Future* by 2013 translated and included in the international Urdu radio program, a spectacular honor for an intern.

Intern, Delaware Democratic Party
February 2008 - December 2008 Wilmington, Delaware

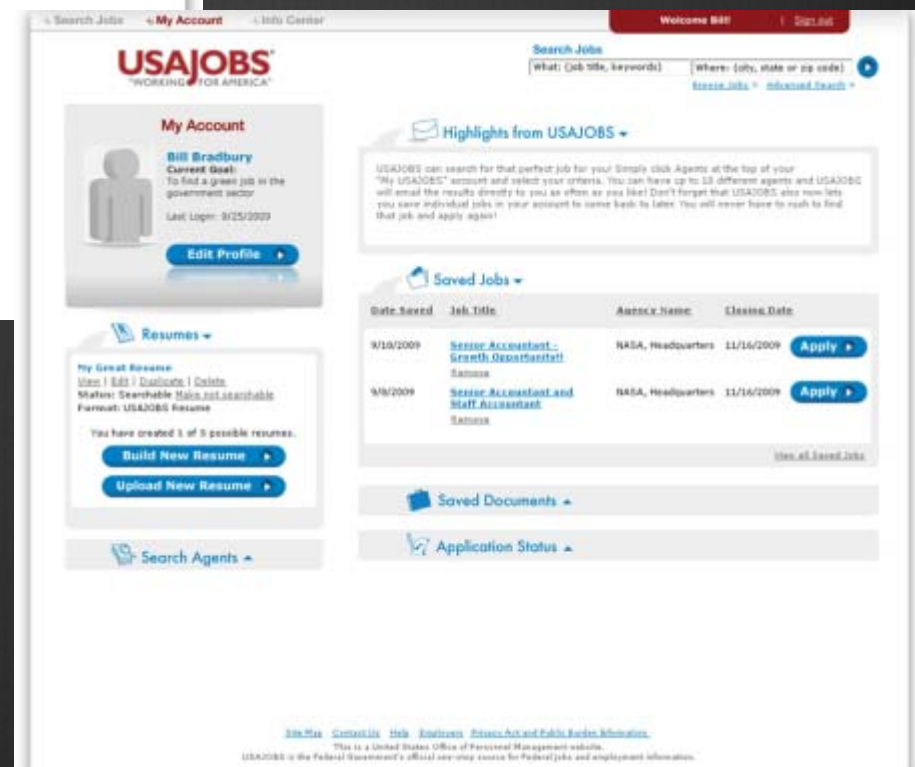
- Served in an administrative capacity (receiving visitors, organizing the office space, processing mail).
- Researched and drafted monthly policy memorandums for full-time staff members.
- Conducted grassroots constituency outreach through canvassing, fielding constituent calls and bipartisan voter fraud investigations.
- Organized and led a "Ride to the Polls" free service within North Delaware for dozens of citizens.

Resident Assistant, University of Delaware
January 2007 - May 2007 Newark, Delaware

- Coordinated bi-monthly social and educational programming for freshman students.
- Overseen the social, academic and mental wellbeing of 40 students while enforcing University Code of Conduct.
- Honored with the "Outstanding Connection to the Educational Priority" award.

Federal resumes can range in length: from 1 to 5 pages for entry-level applicants!

Building a Federal Resume



Build a Federal Resume: Tips

Tailor resumes using the job announcement

- Focus on the “duties” section
- Customize your résumé using key words and phrases

Expand on your experience

- Include additional details to demonstrate your qualifications for the job
- Consider volunteer work, awards, and affiliations

Make a master resume

- Then alter for specific positions and remove information that doesn't apply to a specific position



Selection Tools

- Resumes
- Questionnaires
- Essays
- Cover letters
- Supplemental Materials



Selection Tools: Questionnaires

Length: 15-100+ questions

Type: Varies and can include yes/no questions as well as those meant to determine your level of experience in different areas

Additional Information: Don't forget about transferrable skills. Don't sell yourself short!

9. The number of civic or social organizations (which have regular meetings and a defined membership) that I belong to is:

- A. none
- B. 1
- C. 2 or 3
- D. 4 to 6
- E. 7 or more

10. In organizations to which I belong, my participation is best described as:

- A. do not belong to any organizations
- B. not very active
- C. a regular member but not an office holder
- D. have held at least one important office
- E. have held several important offices

11. My previous supervisors (or teachers if not previously employed) would most likely describe my basic math skills as:

- A. superior
- B. above average
- C. average
- D. below average
- E. do not know

TIP: Preview questions using a link found in
the job opportunity announcement!



Selection Tools: Application Essays

What: Previously known as 'Knowledge, Skills and Abilities'

When: NOT required in initial application

Length: ½ page to a full-page in length

Tips: Address key words and phrases mentioned in the position description, use rich and substantive examples & tie your personal experiences to each essay

Qualifications and Evaluations

QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITIES:

Academic Background

Knowledge of economics principles, theories, concepts, quantitative methods, and data analysis techniques.

Ability and willingness to work in a developing country with limited modern conveniences.

Ability to communicate effectively other than in writing.

Ability to write persuasively and effectively in English.

Ability to work in teams and achieve results.

Selection Tools: Cover Letters

- Address key words and phrases mentioned in the position description
 - Organize your experiences by skill set!
- Use rich and substantive examples
- Focus on outcomes to which you directly contributed
- Avoid acronyms (e.g. SMART club)



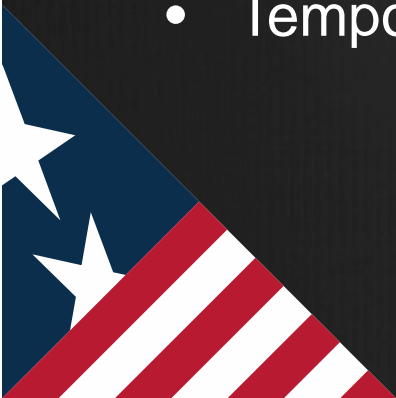
Selection Tools: Supplemental Materials

- Transcripts
- Writing Samples
- References
- Eligibility information
 - Past or current federal employment
 - Veteran qualifications
 - Disability status
 - Non-competitive appointment (Peace Corps & AmeriCorps Vista)



Additional Preferences Given to Applicants

- Veterans' Preference
- Persons with Disabilities
- Americorps Vista
- Returning Peace Corps Volunteers
- Past or Current Federal Employees
- Temporary / Term Positions



Submit Your Application

Submit your application online

- USAJOBS
- Individual agency websites
- External hiring systems

Apply in advance of deadline

Call HR contact with clarifying questions



Track Your Application

The agency will evaluate your application will notify you at 4 points in the process:

- When your application is received
- If you meet basic qualifications
- When your application is referred to the selecting official
- If you are offered the position

Track your application using USAJOBS

Remember: Agencies receive a high volume of applicants!



For more information see
www.opm.gov/hiringreform


Follow Up with the Agency

Why would you want to follow up?

- Confirm receipt of application
- Submit additional information or documentation

Tips:

- Call with a specific question and purpose
- Wait 2-3 weeks...
- Reference the announcement number
- Be considerate of their time!



TIP: You can find a contact and phone number listed in the job announcement!

Interviews: How to Prepare

Ask questions about logistics

- Date, time, location and what to bring
- Interview format (one-on-one, panel, virtual, etc.) and name(s) of interviews
- Security requirements for building entrance

Prepare your answers

- Experiences with a problem, action, and result (PAR)
- Back up your resume
- What you DON'T say may be counted against you!



Interview Tips

- Do your homework
- Prepare answers to common questions in advance
- Have questions ready to ask interviewers
- Dress the part
- Arrive early
- Demonstrate your passion for public service!



Security Clearances

Background Checks

- Individual's criminal and credit histories
- About 90% of background investigations are undertaken by the Office of Personnel Management

Security Clearances

- More extensive investigation to discover applicant's character and behavior patterns
- The agency's decision of whether to grant clearance is based on the investigation



Security Clearances: Three Types

1. Non-sensitive (criminal background and credit check)
2. Public Trust (low-risk, moderate-risk, high-risk)
3. National Security
 - Confidential
 - Secret
 - Top Secret
 - Sensitive Compartmented Information (SCI)

Prepare Now

- Begin gathering relevant information now
 - You will need to complete the non-sensitive (SF-85) or national security (SF-86) clearance forms
- Be smart and curb your bad habits now
- Stay out of debt or diligently repay it
- Be completely honest!



Security Clearances: How to Prepare

- Begin gathering relevant information now
 - You will need to complete the non-sensitive (SF-85) or national security (SF-86) clearance forms
- Be smart and curb your bad habits now
- Stay out of debt or diligently repay it
- Be completely honest!
- Prepare Now

TIP: You can view the SF-85 and SF-86 forms on USAJOBS!



Wrap-up

- Find the Right Fit for You!
- Be Patient
- Make a Difference



Questions?





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