

National Center for Cooperative Education in Natural Resources

a program of the Bureau of Indian Affairs, administered by the USDA Forest Service

155 Indian Avenue, Box 5018, Lawrence, Kansas 66046

(785) 749-8427 Fax (785) 749-8439

December 1, 2011

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Dear Colleague:

Enclosed is information about the National Center for Cooperative Education in Natural Resources (NCCE) student summer employment programs for 2012. These programs are designed to promote the development of American Indian and Alaska Native natural resources professionals by helping students achieve their educational and career goals. The programs are to help BIA and tribal natural resources managers find qualified employees currently attending college with majors in the fields of forestry, range science, agriculture science, wildlife/fisheries, and other natural resources areas. Students will be considered for permanent positions under the Student Career Experience Program (SCEP) or for summer temporary employment under the Summer Temporary Employment Program (STEP).

- 1) Students accepted into the SCEP program receive tuition assistance (\$5,000/year), summer employment, and noncompetitive conversion to BIA or tribal positions upon graduation. Students selected for summer employment under the STEP program will be placed into temporary positions with a BIA agency or tribe as a GS3 or GS4.
- 2) Tribes and BIA units are eligible to hire students for summer and permanent positions. For summer employment, the Bureau of Indian Affairs may provide from \$5000 to \$7500 toward each student's salary depending upon the student's college major.

I would appreciate it if you would post the enclosed brochure where it will be available to individuals who may benefit from our services. For applications or additional information please contact my office at (785) 749-8427, (785) 749-8493 or ekiefer@fs.fed.us or bjbrown@fs.fed.us.

Thank you,

Brenda Woods-Brown
NCCE Program Manager

NCCE Application Documents Packet

Attached are the forms necessary to apply to the National Center for Cooperative Education's Student Career Experience Program.

The forms are:

- Resume
- OF 306 – Declaration for Federal Employment – original
- BIA-4432 – Verification of Indian Preference (**required**) - original
- A letter of application that includes your perception of your academic and applied strengths and a description of your career goals and objectives;
- Your most current transcript and current class schedule;
- Proof of enrollment or acceptance into a college forestry or natural resources program.
- Letter of recommendation from academic advisor or faculty member that includes: how long and in what capacity the advisor or faculty member has known you as a student, his or her perception of your academic and practical application strengths, any other pertinent information.
- Letter of support from tribal representative or BIA area or agency natural resources staff (optional, but helpful)