

# MISSOURI



## Student Educational Employment Programs



### USDA NRCS Human Resources

Parkade Center, Suite 250  
601 Business Loop 70 West  
Columbia, MO 65203-2546  
(573) 876-0904

Visit the Missouri NRCS Human Resources department at  
[www.mo.nrcs.usda.gov](http://www.mo.nrcs.usda.gov)

For additional SEEP information please visit  
<http://www.opm.gov/hrd/lead/pubs/handbook/lrbsa16.asp>

*An equal opportunity provider and employer.*



United States Department of Agriculture

*Helping People Help the Land*

## Student Educational Employment Programs (SEEP)

Student Educational Employment Programs offer opportunities for college and high school students to explore career options while building skills and experience. These programs are designed as temporary positions, but in many cases, may lead to future careers with NRCS. The Student Educational Employment Program includes two components: the Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP). For both of these programs, students are to work full-time or part-time schedules. They may work any number of hours from 1 to 40 hours per week, acceptable to all parties. Students may alternate school and work (e.g. work full-time this semester, and next semester go to school full-time, and not work at all). The student, school and agency need to work together to accommodate the academic needs of the student and the work related needs of the agency. For students participating in SCEP, there must be a written agreement and a formally arranged schedule of school and work.

### **Other student programs offered through the Student Educational Employment Program...**

1890's Scholars Program

Website: <http://1890scholars.program.usda.gov/>

Hispanic Association of Colleges and Universities (HACU)  
National Internship Program

Website: <http://www.hnip.net>

Workforce Recruitment Program for College Students with Disabilities (WRP)

Website: <http://www.wrpjobs.com>

## Student Temporary Employment Program (STEP)

*STEP provides temporary Federal employment to qualified students. Your academic career goals may or may not relate to job duties.*

### **Eligibility Requirements**

- Must be at least 16 years old
- Must have United States citizenship
- Must be enrolled at least half-time or have been accepted for enrollment in an accredited high school or vocational school or associates degree, baccalaureate, or graduate program
- Must maintain good academic standing

### **Pay and Benefits**

- Your rate of pay will depend upon your current education, work experience, and other position requirements.
- You are automatically eligible for paid vacation days, holidays, and sick leave.

### **Health and Life Insurance**

- Not generally entitled to health and life insurance benefits or retirement coverage.

### **Conversion to Permanent Employment**

- A student is appointed to a position not to exceed one year. Students may be non-competitively converted to a SCEP whenever they meet the qualification requirements and a position is available.

## Student Career Experience Program (SCEP)

*SCEP combines academic classroom learning with practical, on-the-job experience in your field of study. Participants often pursue permanent careers with NRCS upon graduation.*

### **Eligibility Requirements**

- Must be at least 16 years old
- Must have United States citizenship
- Must maintain good academic standing in a qualifying educational institution (at least a 2.0 overall average on a 4.0 scale or the equivalent and a grade of C or above in all major fields of study at all times) and be enrolled at least half-time
- Must be enrolled in and pursuing a field of study that relates to the career fields offered by NRCS

### **Pay and Benefits**

- Your initial rate of pay will depend upon your education and work experience.
- You are eligible for paid vacation days, holidays, sick leave, retirement, and investment planning.
- As you advance, you will be eligible for promotions, awards, and other pay increases.

### **Health and Life Insurance**

- You are eligible for Federal health insurance and life plans that provide varying coverage to meet individual needs.

### **Conversion to Permanent Employment**

- Students are required to complete a minimum of 640 hours of career-related work prior to meeting the academic requirements for graduation. Upon successful completion of all your work study and degree requirements, you may be eligible to be converted to a permanent position within 120 calendar days of graduation.

