



U.S. Department
of Transportation
**Federal Aviation
Administration**

**William J. Hughes Technical Center
NextGen Volunteer Student Services Program**

OPEN PERIOD: Monday, April 4, 2016 – Friday, April 22, 2016

JOB TYPE: Student Volunteer

JOB LOCATION: William J. Hughes Technical Center, Atlantic City, NJ

JOB DURATION: Monday, June 27, 2016 – Friday, August 19, 2016

WHO MAY APPLY: Current Students in their Sophomore OR Junior Year of High School

NUMBER OF OPENINGS: Several

COMPANY DESCRIPTION:

The mission of the FAA is to provide the safest, most efficient aerospace system in the world. Safety is our passion. Quality is our trademark. Integrity is our character. People are our strength. Innovation is our signature.

The William J. Hughes Technical Center (WJHTC) is the nation's premier air transportation laboratories and delivers superior technical capabilities. Our capabilities include research and development, verification and validation, test and evaluation, and sustainment of the FAA's full spectrum of aviation systems. The Center specializes in sustaining and modernizing air traffic control automation, communications, surveillance, navigation, traffic flow management, and weather systems; and supports advancements in airport and aircraft safety, human factors, and separation standards.

The WJHTC has an opportunity for students to gain some experience in the fields of Science, Technology, Engineering, and Math (S.T.E.M.) by becoming a part of this dynamic industry through the FAA Volunteer Student Service Program (VSSP). VSSP provides students with an opportunity to obtain unpaid on-the-job work experience, career exploration, develop work ethics, and learn the Federal mission.

STATEMENT OF DUTIES:

As a volunteer student, you will be responsible for the following duties:

- Becoming familiar with the programs, projects and functions of the organization in which your assigned;
- Following agency directives and applying various rules, procedures, and precedents to assignments;
- Searching for information which may bear on a problem;
- Completing specific tasks in support of other employees or organizations;
- Using and understanding simple test equipment;
- Applying clear-cut techniques and standard principles and practices to assigned tasks;
- Using technical manuals and specifications for the equipment, reports and procedures; this includes technical reference books, publications, standards and order;
- Meeting with FAA employees and managers both within the outside your immediate organization;
- Working in facilities or laboratories which will include some stooping and bending in and around equipment; and
- Handling or assisting in the movement of equipment and other items

You will be supervised/mentored by a manager, team lead, or senior employee. You will receive detailed instructions and close supervision while carrying out assignments. All work must be completed in accordance with the supervisor's instructions and timelines. Work is thoroughly reviewed in progress, and upon completion of each phase of the assignment, for compliance with instructions, and technical accuracy. Perform other duties as assigned.

ELIGIBILITY REQUIREMENTS:

- Be a United States Citizen;
- Must meet the minimum age allowed for Federal employment, which is 16, as described in OPM's regulations on child labor at 5 CFR 551.601;
- Be actively enrolled not less than half-time in high school;
- Be nominated by your educational institution;
- Sign and comply with the conditions of the volunteer student service agreement. This must also be signed by the academic institution;
- Comply with New Jersey state Child Labor Laws and complete an employment certificate form A300, also known as "working papers"; and
- Comply with the FAA personnel security requirements which will include being fingerprinted.

SALARY AND BENEFITS:

The Volunteer Student Service Program (VSSP) is an unpaid work experience program therefore volunteers are not to be considered Federal employees other than for purposes of Federal tort claims arising as a result of student participation, or for injuries sustained during the performance of work assignments under worker's compensation claims.

Also volunteers are not entitled to benefits, i.e., travel subsistence expenses, housing or any other reimbursement or payment.

HOW TO APPLY:

Submit a resume, unofficial transcript (official transcript will be required, if selected), and a letter of recommendation from the educational institution.

All documents may be submitted by mail or email to:

Monique Heriegel
Human Resource Specialist
FAA William J. Hughes Technical Center
ACT Regional HR Services Division, AHF-E300
Atlantic City International Airport, NJ 08405
(609) 485-6754
9-ACT-STUDENT-VOLUNTEERS@faa.gov