

Student Career Experience Program (SCEP)

The International Trade Administration (ITA) regularly utilizes the services of students based upon management needs. The work for ITA is varied. It may entail advising on international economic policy, administering international trade treaties, monitoring import and exports, promoting exports, and many other trade-related functions. More specific information on ITA organizational components are attached. The Student Career Experience Program (SCEP) provides for periods of study interspersed with periods of study-related work. Work periods are paid positions in degree related work for students in accredited colleges, pursuing degrees.

Undergraduate and graduate students must complete a minimum of 640 hours of work related experience before completing academic degree requirements. SCEP employees may work on a full-time alternating work study schedule, or part-time, up to 32 hours per week. SCEP employees are hired as permanent employees and are eligible for health, life and retirement benefits. When not actively working for ITA, they are placed in a Leave Without Pay status.

ITA is interested in students majoring in economics, business administration, international affairs, political science and international marketing. After degree requirements and the SCEP work experience have been successfully completed, SCEP employees may, at the employing agency's option, be converted to a career or career-conditional appointment. Hiring must occur within 120 days of completion of the academic degree requirements to retain the non-competitive conversion privileges.

To be eligible a student must be a U.S. citizen and currently enrolled in an accredited academic degree program. To find out about SCEP opportunities or to apply for a position, students must contact their Student Program Coordinator and submit the forms listed below:

- OF-612, "Optional Application for Federal Employment", or Resume
- Copy of last report card and class schedule or copy of official undergraduate or graduate transcripts (unofficial transcripts are not acceptable).
- Student and College program agreement

Return the completed forms to:

U. S. Department of Commerce/ITA
14th & Constitution Ave, NW Rm 7417
Washington, DC 20230
Attn: SCEP Coordinator

If you have any questions, you may contact Renee Beaty at (202) 482-3301.