



Destination Pax River

Student Employment, Cooperative Education and Non-Paid Internship Opportunities

2011 and 2012 School Year Briefing

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website <http://www.ndep.us/LabsPax.aspx>

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C I V I L I A N

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Destination Pax River

Part One: NAWCAD Opportunities

Part Two: Fleet and Family Readiness

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Paid Student Programs

Science and Engineering Apprentices Program

- Office of Naval Research Program, contracted to the American Society for Engineering Education (ASEE)
- Limited positions available (12 to 14) in laboratories at Pax River, 247 nationwide. The stipend amount for 2012 will be \$3,150 for first year students and \$3,680 for returning students.
- Application website opened October 1, 2011 and the deadline is January 6, 2012 at 5:00 pm
- Only U.S. Citizens will be considered. Dual Citizens are not eligible.

Local POC is Carrie Richardson (301) 757-4123

Carrie.richardson@navy.mil

<http://seap.asee.org/>

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Paid Student Programs

High School Summer Jobs Program

- The education outreach office and other activities at Pax River hire a limited number of high school students for engineering technician positions.
- Mostly senior students hired
- High school student deadline to apply is February 1, 2012
- Must post a resume on the NAVAIR jobs website
 - <http://jobs.navair.navy.mil/>
- Questions - contact the Recruitment Office at 1-800-787-9804

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Paid Student Programs

NAWCAD and NAVAIR College Summer Employment Program

- The majority of students hired at Patuxent River are college students pursuing degrees in engineering, math or science. Some business majors are hired depending on workload requirements.
- There is no published deadline for college student resumes but most managers make selections in the winter due to long lead time required in hiring.
- Must post a resume on the NAVAIR jobs website
 - <http://jobs.navair.navy.mil/>

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Student Employment Process

- To be considered for Student Employment
 - Log on to <http://jobs.navair.navy.mil/>
 - Select Submit Resume

NAV AIR SYSTEMS COMMAND CAREERS

[Careers Home] Our Careers Hiring Process Benefits and Training Students and Recent Grads Experienced Events FAQs Contact Us

CIVILIAN TALENT IS MISSION-CRITICAL. LET'S GET TO WORK.

CLICK TO PLAY

Visit our Career videos page to learn about opportunities, our mission, work/life balance and more.

VIEW VIDEOS

SUBMIT RESUME

Add your resume to our database to be considered for all open positions.

SUBMIT YOUR RESUME

REFER A FRIEND NOW

PROFILES

LEARN MORE

WORK

EMPLOYEES

THINK ABOUT

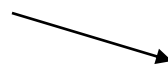
Click Submit Resume to be considered for student employment

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Student Employment Process

Select Experienced,
Students and All
Others



NAVAL AIR SYSTEMS COMMAND CAREERS

NAVIAIR Home

General Home | Our Careers | **[Hiring Process]** | Benefits and Training | Students and Recent Grads | Experienced | Events | FAQs | [CONTACT US](#)

Home > Hiring Process > Join the Team

[Submit Your Resume]

JOIN THE TEAM

Entry-Level Engineers and Scientists

Entry-Level Business, Finance and Logistics

Experienced, Students and All Others

Referral-Friend

Fit Check

NAVAIR is actively recruiting and hiring talented individuals in a variety of fields. NAVAIR provides unique engineering, development, testing, evaluation, in-service support and program management capabilities to deliver airborne weapons systems that are technologically superior and readily available. We embrace the privilege of our responsibility to the Sailor and the Marine in partnership with industry, all Naval Aviation stakeholders, and our fellow Systems Commands.

ENTRY-LEVEL ENGINEERS AND SCIENTISTS
If you are a college senior or recent college graduate with a degree in engineering or science and want to be considered for the Federal Career Intern Program, click [Entry-Level Engineers and Scientists](#) for additional information and to submit your resume for consideration.

ENTRY-LEVEL BUSINESS, FINANCE AND LOGISTICS
If you are a college senior or recent college graduate and are interested in the Navy's Acquisition Intern Program, click [Entry-Level Business, Finance and Logistics](#) for additional information.

EXPERIENCED, STUDENTS AND ALL OTHERS
Please click [Experienced, Students and All Others](#) to submit your resume. These resumes will be reviewed by recruiting staff and managers to match them with current vacancies and for future requirements.

Equal Employment Opportunity Employer

FAQs
NAVAIR is staffed primarily by civilians.
[MORE CAREER FAQs](#)

LOCATIONS
[VIEW OUR LOCATIONS](#)

FIT CHECK TOOL
Is NAVAIR the right place for you?
[LEARN MORE](#)

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NAVIAIR

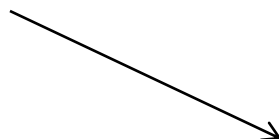
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Student Employment Process

Select your status

Select your interest area



NAVAL AIR SYSTEMS COMMAND CAREERS

NAVAIR Home

Careers Home | Our Careers | **Hiring Process** | Benefits and Training | Students and Recent Grads | Experienced | Events | FAQs | contact us

Home > Hiring Process > Join the Team > **Experienced, Students and All Others**

EXPERIENCED, STUDENTS AND ALL OTHERS

Submit Your Resume
Entry-Level Engineers and Scientists
Entry-Level Business, Finance and Logistics
[Experienced, Students and All Others]

Refer-a-Friend

If you are an experienced Professional or Tradesperson please click the appropriate Experience Level and Career Fields buttons below, then click to continue.

If you are a Legal Professional seeking employment with NAVAIR, the [Office of General Counsel \(OCG\) website](#) has information regarding our opportunities in your field.

The Department of the Navy is an equal opportunity employer. All qualified candidates receive consideration without regard to race, color, religion, sex, national origin, age, disability or any other non-merit factor.

U.S. citizenship is required. NAVAIR employees are required to obtain and maintain a security clearance. Some positions may also require a candidate to successfully complete a pre-employment physical and/or drug test. Designated positions are subject to random drug testing.

STUDENTS
Our [Student Educational Employment Program \(SEEP\)](#) provides federal employment opportunities to degree-seeking students who are enrolled at least part-time at an accredited high school, technical, vocational, two or four year college or university, graduate or professional school. If you are a student over the age of 16 and are interested in a SEEP position, you may submit your resume by clicking the button below. If a manager is interested in you, you may be contacted by phone or e-mail.

Please select from each of the following required lists.

Experience Level	Career Fields
<input type="radio"/> Entry	<input type="radio"/> Scientist or Engineer
<input type="radio"/> Mid Career	<input type="radio"/> Business Professional (Finance, Contracts, Procurement, Human Resources)
<input type="radio"/> Student, High School	<input type="radio"/> Clerical
<input type="radio"/> Student, Vocational/Technical	<input type="radio"/> Legal
<input type="radio"/> Student, College	<input type="radio"/> Logistics
	<input type="radio"/> Technician (Electronics Technician, Mechanical Technician)
	<input type="radio"/> IT Specialist

SUBMIT YOUR RESUME

Equal Employment Opportunity Employer

This is an official U.S. Navy Web site. This is a U.S. Department of Defense System. Please read our [Privacy Policy](#) and our [Web Site Accessibility Notice](#).

EVENTS
See where NAVAIR recruiters are visiting - and join us at an event near you.
VIEW OUR EVENTS

REFER-A-FRIEND
REFER A FRIEND NOW

FIT CHECK TOOL
Is NAVAIR the right place for you?
LEARN MORE

Mendyk, Ellen S CTR OSD ATL
Invitation to DoD Complex Engineering Workshop on De...
Dear ICSP coordinators:
The DoD's DOR&E STEM Development Office (SDO) is

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Student Employment Process

Complete the application and attach your resume to be considered for Student Employment

Note: In the Education section, high school students should indicate “planned” major and use the “other” drop down to provide the name of their high school.

The screenshot shows the NAVAIR CAREERS website interface. At the top, there is a navigation bar with the NAVAIR logo and the word 'CAREERS'. Below the navigation bar, there are several menu items: 'Careers home', 'Our Careers', '[Hiring Process]', 'Benefits and Training', 'Students and Recent Grads', 'Experienced', 'Events', 'FAQs', and 'contact us'. The main content area is titled 'SUBMIT YOUR RESUME' and contains the following information:

- Submit Your Resume**
- Entry-Level Engineers and Scientists**
- Entry-Level Business, Finance and Logistics**
- [Experienced, Students and All Others]**
- Refer-a-Friend**

The main form area is titled 'Application for Business Professional (Finance, Contracts, Procurement, Human Resources) (Student, High School)'. It includes a 'General Information' section with the following fields:

- Are you a U.S. Citizen?** Yes No
- Do you hold any citizenship other than U.S.?** Yes No
- First Name*** **M.I.** **Last Name***
- Email***
- Phone*** **Alt Phone**
- Current Address***

There are also three sidebars on the right side of the page:

- FAQs**: A section with a small image of a jet and the text 'NAVAIR is staffed primarily by civilians.' with a 'MORE CAREER FAQs' link.
- LOCATIONS**: A section with a map of the United States and a 'VIEW OUR LOCATIONS' link.
- PROFILES**: A section with the text 'Hear what real NAVAIR employees' and a small photo of a person.

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Student Resume Content

- Personal information (name, address, phone and e-mail)
- Career Goals
- Academic information (school, grade, GPA, relevant AP and honors classes, awards and honors)
- Colleges to which student has been accepted and/or applied, including planned major
- STEM related extracurricular activities (robotics, MESA, etc)
- Other extracurricular activities (sports, scouts, etc)
- Technical skills
- Employment history
- References
- Limit length to one page

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Cooperative Education

A work study program open to college students in their junior year. Applications may be submitted for sophomores, but most participants start in their junior year. Apply on-line at the NAVAIR jobs website.

Ellen P. Servetnick

Ellen.Servetnick@navy.mil

Phone: 301-757-1009

Fax: 301-342-2665

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Mechanical Engineering Degree Program Partnership

The University of Maryland in partnership with the NAWCAD offers an undergraduate Mechanical Engineering degree at the Southern Maryland Higher Education Center, providing students with an education and career opportunity in Naval Aviation.

Dr. David John Barrett

Director of Engineering Education and Research Partnerships

(301) 342-9360

David.Barrett@Navy.mil

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Other Navy Paid Student Programs

Joint Educational Opportunities for Minorities Program

Established by DoD's High Performance Computing Modernization Program and focused on students from underrepresented groups, who are pursuing studies in the science, technology, engineering and mathematics (STEM) disciplines.

Program Goals:

- Ensure a competitive and diverse workforce within the DoD by offering training, mentorship, and career development for undergraduate students in the STEM disciplines

- Provide opportunities for students who have an interest in computational science and high performance computing challenges important to DoD

Limited positions available (~ 35) in laboratories throughout DoD and across the Nation (including Pax River)

Selectees must have completed sophomore year prior to start of their internship

Stipend is provided and varies based on applicant's experience

Applicants:

- Must be a US citizen

- Must be able to obtain and maintain a SECRET security clearance

- Should have a GPA of 3.2 or higher

Information available at <http://www.hpcmo.hpc.mil/cms2/index.php/jeom> or by
Contacting HPCM office at JEOM-Scholars@hpcmo.hpc.mil

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Workforce Recruitment Program (WRP)

The Workforce Recruitment Program for College Students with Disabilities (WRP) is a recruitment and referral program that connects federal sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs.

Sponsored by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense

14 week paid summer employment

NAVAIR Student Eligibility:

- Have a GPA of 3.0 or higher
- Pursuing or recently obtained Engineering, Science or Business related degree

For more information on WRP visit www.wrp.gov

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Naval Research Enterprise Intern Program (NREIP)

- NREIP provides competitive research internships to approximately 238 college students (174 undergraduate students and 64 graduate students) each year. Participating students typically spend ten weeks during the summer doing research at approximately 18 Navy laboratories. To participate, a student must be enrolled at an accredited 4 year US college or university.
- *The program is now accepting rising sophomores*
- Stipend rates: Sophomores: \$5,250.00; Juniors and Seniors: \$7,880.00; Graduate students: \$10,500.00
- Applications accepted October 1, 2011 to January 6, 2012
- Only U.S. Citizens will be considered. Dual Citizens are not eligible.
- <http://nreip.asee.org/>

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The Science, Mathematics And Research for Transformation (SMART) Scholarship for Service

- An opportunity for students pursuing an undergraduate or graduate degree in Science, Technology, Engineering, and Mathematics (STEM) disciplines to receive a full scholarship and be gainfully employed upon degree completion.

• <http://smart.asee.org/>

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- The goal of SMART is to recruit the next generation of DoD Scientists and engineers, both graduate and undergraduate
- 1 to 1 commitment
 - You commit to 1 year of employment by a DoD lab for every 1 year of sponsorship
- Degrees limited to the following:
 - **Engineering degrees: Aerospace, electrical, mechanical, chemical, civil, Industrial/Systems, nuclear**
 - **Biosciences, Naval Architecture, Chemistry, Oceanography, Neural Sciences, Mathematics, Physics, Computer Science, Material Science, Geosciences**

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- Application opens August 1, closes December 1
- Can fund from sophomore year forward
 - Apply as a freshman for your sophomore year, but can't apply as a high school senior for your freshman year
- Application items
 - College transcripts, letters of recommendation, personal statement, and other relevant information such as research experience, science projects, etc.
- Benefits
 - Full Tuition
 - Stipend
 - Health insurance
 - Book allowance
 - Mentoring
 - Summer internship
 - Employment after graduation

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- Ways to strengthen your application
 - SMART is about DoD-related research
 - How do your interests line up with DoD technology?
 - Find a mentor (i.e. professor in your department with similar research interests)
 - Learn what DoD researchers are doing. Look at LabTV on www.ndep.us and work with a mentor in the field
 - DoD prior work experience

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Navy Financial Management Trainee Program College Graduates

- The Navy Financial Management Trainee Program has traditionally provided college graduates with accounting and business degrees opportunities within the Navy.
- Due to new legislation, a new process will be in place in the near future to recruit college graduates into this program.
- www.navyfmip.com

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Non-Paid Student Programs

- The education outreach office coordinates non-paid internships in technical areas
- Application available on <http://www.ndep.us/LabsPax.aspx> (Click open the Program Offerings Tab and then go to the bottom of the page to the Student section.)
- Applications only accepted through schools with Education Partnership Agreements in place with the base at this time.
- Deadlines are determined by the school's internship requirements.

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Contractor Companies

- Many commands at Pax River hire students through government contracts
- Listing of contractors is available through the St. Mary's County Office of Economic Development's Technology Handbook available on-line
- Apply directly to the company
- <http://www.co.saint-marys.md.us/>



Naval District Washington

Human Resource Office

Patuxent River

JOB CATEGORIES

- **Recreation Aide**
- **Recreation Assistant**
- **Water Safety Instructor**
- **Lifeguard**
- **Bowling Equipment Worker**
- **Cashiers**
- **Camp Counselor**

**Naval District Washington
Human Resource Office
Patuxent River**



Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>

For Questions Call: 301-342-7656

301-995-7523

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HOME GET INVOLVED PROGRAMS PERSONAL STORIES LAB TV **LABS** COMMUNITIES FAQs ABOUT US

National Defense Education Program

Building American Strength in Science and Engineering

Naval Air Warfare Center Aircraft Division LAB TV



QUICK FACTS **BEHIND THE SCENES** **EVENT CALENDAR** **VISIT LAB SITE**

Program Overview

The Naval Air Warfare Center Aircraft Division is committed to enhancing science, technology, engineering and mathematics (STEM) education in area schools to provide students and educators real-world examples of classroom lessons. The Education Outreach Office was established in June 2007 at Patuxent River to mobilize efforts to place engineers and scientists in area classrooms to provide students hands on, real world experiences to reinforce classroom lessons, and inspire students to pursue STEM careers. The office facilitates collaboration among scientists, engineers, technical artisans and teachers to create unique programs, air to assist educators in other classroom events. The Patuxent River naval complex is the largest employer in St. Mary's County.



Site Coordinator
Kathy Goodner
kathy.goodner@navy.mil

Education Outreach Coordinator
Karen Lane
karen.lane.chr@navy.mil

Public Affairs
Billy Ray Brown
billyray.brown@navy.mil

Community Snapshot

St. Mary's County Public Schools, with nearly 17,000 students, is the largest educator in the community adjacent to Patuxent River. The NAWCAD's outreach program primarily supports the STEM academies in fourth through 12th grades at Lexington Park Elementary, Spring Ridge Middle and Great Mills High Schools, and the Dr. James Forrest Career and Technology Center's technical curriculum. Other schools are supported as well for tours and classroom presentations. In neighboring Calvert County, the NAWCAD supports their growing STEM program and after school robotics initiatives. The NAWCAD was the first Navy entity to sign education partnership agreements with private, non-profit schools, and has agreements in place with Little Flower, Father Andrew White, King's Christian Academy, St. John's, The Calverton School, St. Michael's, Mother Catherine Spalding, and St. Mary's Ryken High School.

Partners

Partner Schools
[Calvert County Public Schools](#)
[Charles County Public Schools](#)
[College of Southern Maryland](#)
[Father Andrew White School](#)
[King's Christian Academy](#)
[Little Flower School](#)
[Mother Catherine Spalding School](#)
[University of Maryland](#)
[St. John's Essex School](#)
[St. Mary's Ryken High School](#)
[St. Mary's County Public Schools](#)
[St. Michael's School](#)
[The Calverton School](#)

Outreach Activities

- [Cooperative Education Program](#)
- [Education Outreach Programs](#)
- [Engineering Design Challenges](#)
- [NASA SciFiles™](#)
- [Patuxent River Student Summer Employment Program](#)
- [Science and Math Tours](#)
- [Speaker's Bureau](#)
- [STARBASE-Atlantis](#)

[BACK TO TOP](#)

For a copy of this presentation, log onto our website. Go to the Program Offerings tab then to the student section located at the bottom of the page.

www.ndep.us/labspax.aspx

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Questions?

GREAT Education & Career Opportunity in Mechanical Engineering



The Naval Air Warfare Center Aircraft Division (NAWCAD) and the A. James Clark School of Engineering, University of Maryland (UMD), are offering an exciting Co-op Program for students interested in pursuing an Undergraduate Degree in Mechanical Engineering.

Benefits

- Paid tuition up to \$4500 per semester
- Book reimbursement up to \$400 per semester
- Summer and holiday work at NAWCAD – “Hands on experience” (up to \$15.75 per hour)
- Local classes held at the Southern Maryland Higher Education Center with “state of the art” engineering education laboratory equipment
- Professional employment upon successful graduation & completion of Co-op program requirements

Requirements

- Acceptance into UMD’s A. James Clark School of Engineering Junior year ME Program with a 3.0 GPA
- Acceptance into NAWCAD’s Cooperative Experience Employment Education Program (Co-Op) in Southern Maryland
- US Citizenship
- 16 years of age or older
- Service obligation for educational benefits received equal to 3 months of Federal (DoD) Civil Service Employment for each month of paid education

Interested? Contact Dr. David John Barrett at david.barrett@navy.mil or 301-342-9360

LET'S GET TO WORK.

COOPERATIVE EXPERIENCE EMPLOYMENT PROGRAM TECHNOLOGY FUELS THE WORLD OF IDEAS

Overview

The Cooperative Experience Employment Program (CO-OP) offers students the opportunity to gain valuable work experience directly related to their academic field of study. The program can also lead to permanent employment at the Naval Air Warfare Center Aircraft Division, Patuxent River, Maryland, upon graduation and completion of 640 work hours. Engineering, scientific and business/financial positions are available.

Eligibility Requirements

Students are eligible for the CO-OP Program at Patuxent River if they are: 16 years old, U.S. Citizen, enrolled or accepted for enrollment as a degree seeking student (Associate, Baccalaureate or Graduate). Correspondence programs are excluded. Taking at least a half-time academic course load as defined by their academic institution.

How to get Started

Students should submit their resumes online to the Recruitment Office at <http://www.navair.navy.mil/jobs>

Ellen P. Servetnick

Cooperative Education Program Manager
Naval Air Warfare Center Aircraft Division
21866 Cedar Point Road Building 2189 Room 145
Patuxent River, MD 20670
Phone: 301-757-1009

Student Requirements

- ✓ CO-OP students must maintain a minimum cumulative Grade Point Average of 2.0 (2.5 GPA is required for engineers and scientists if receiving tuition and book reimbursement.)
- ✓ CO-OP students must meet the performance and conduct standards established by their supervisor.
- ✓ Students must register with their academic institution's CO-OP Program Office.
- ✓ CO-OP students must sign the appropriate school forms that will release transcripts/grades to the CO-OP Program Manager at Patuxent River.

Pay and Benefits

- ✓ CO-OP students are eligible for sick and annual leave accrual, health and life insurance benefits, Federal retirement system, Social Security and the Thrift Savings Plan.
- ✓ CO-OP students may be eligible for tuition assistance after they have completed one academic year of study toward their declared major. Tuition reimbursement levels: scientific and engineering degrees up to \$4,500 per semester or \$13,500 per year; \$2,500 per semester not to exceed \$7,500 per year for business/financial degrees.
- ✓ Tuition assistance is limited to six semesters or nine quarters.

Work Schedule

- ✓ CO-OP students may work either full-time or part-time schedules, depending on their academic load. Part-time work (no less than 16 hours per week) schedules are permitted when the CO-OP student is also taking at least a half-time academic course load (as defined by the academic institution). Full-time students must work during their academic institution breaks for their assigned position at Patuxent River.
- ✓ A service obligation is required and is determined by the length of tuition reimbursement.