



**Veterans Health Administration (VHA)
Office of Information and Technology (OI&T)
Intern Program
Marion VA Medical Center
2401 W. Main Street
Marion, IL 62959
May 8, 2008**

The Department of Veteran's Affairs is offering a rare career opportunity that invites exceptional men and women the VA workforce who have diverse professional experiences, academic credentials, training and competencies, to prepare them for careers in the VA and to develop future IT professionals for VHA Office of Information and Technology (OI&T). Upon completion of VHA of the two-year training program, the intern continues his/her career as a valuable member of the VHA workforce and ultimately, will contribute to the long and short-range administrative and operational needs of VHA.

The Marion VA Medical Center is recruiting for one full time intern. The entry level grade and salary is dependent on education level and academic achievement. Appointment will be made at the GS-7, or GS-9 level with target grade to GS-11. Salary range on appointment is \$43,270 to \$67,259 per annum. All applicants must be US citizens.

To qualify at the GS-7 level, applicants will have at least one year of graduate level education in any field or 1 year of specialized experience to the GS-5 level. Specialized experience for the GS-7 level includes:

Experience in the performance of tasks such as:

- Translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of a programming language.
- Interviewing subject-matter personnel to get facts regarding work processes, and synthesizing the resulting data into charts showing information flow.
- Operating computer consoles where this involved choosing from among various procedures in responding to machine commands or unscheduled halts.
- Scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency.
- Preparing documentation on cost/benefit studies where this involved summarizing the material and organizing it in a logical fashion.

Such skills are typically gained in the computer field or through performance of work where the primary concern was the subject matter of the computer application (e.g., supply, personnel, chemical process control), and computer-related efforts were required to facilitate the basic duties. Also, work in management analysis, program analysis, or a comparable field may have provided such skills. (Such experience may also have been obtained by applicants for GS-9 and GS-11 positions in this field.)

For GS-9: Experience that demonstrated knowledge of computer requirements and techniques in carrying out project assignments consisting of several related tasks, such as typically is the case in development of minor modifications to parts of a system on the basis of detailed specifications provided. The assignments must have shown completion of the following, or the equivalent:

- Analysis of the interrelationships of pertinent components of the system;
- Planning the sequence of actions necessary to accomplish the assignment; and
- Personal responsibility for at least a segment of the overall project.

During the training period the intern will develop necessary skills to perform the full range of routine and non-routine assignment with a high level of independence. After successful completion of the two-year program, you may apply or may be placed non-competitively in a VHA position.

Benefits: In addition to the excellent training opportunity, interns are eligible for a full benefits package, which includes but is not limited to health and life insurance, retirement coverage, vacation/annual leave, sick leave, and Federal holidays.

All application packages must be received no later than May 23, 2008.

Please send application package to:

<p>Marion VA Medical Center 2401 W. Main Street Marion, IL 62959 Attn: Chris Cullum, HR Specialist</p>
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Forms required to apply for this position are:

- OF-612, Application for Federal Employment, or Résumé, which must provide all the information listed in the OPM Flyer OF-510 (Applying for a Federal Job)
- OF-306, Declaration of Federal Employment;
- College Transcripts (Required)
- If applicable – DD-214, Military Discharge Documentation (claiming veterans preference)
- If applicable - SF-15, Application for 10-point Veteran Preference (claiming 10-points you must submit this form and the required documentation specified on the reverse of the of SF-15)

Application materials are available on the OPM website: <http://www.opm.gov/forms> or you may call Chris Cullum at (618) 997-5311 extension 55563.

Upon receipt of your application package, a qualification analysis will be performed to determine if you meet the requirements of the position. If you are found qualified, you will receive additional instruction on how to proceed. Non-qualified candidates will also be notified, as appropriate.

Our commitment to you: A two-year training experience that will prepare you to work for Office of Information & Technology (OI&T).

Your commitment to us: To make this learning a full-time occupation for the two-year period, to give your best effort, to seek information and ask questions to help you learn quickly and effectively, and to sincerely seek a career in VHA. You will be required to sign a Mobility Agreement.

THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

- ✓ Intern salary is funded for two years
- ✓ Intern is allotted \$10,000 for tuition and travel annually for training (dependent on budget constraints)
- ✓ Intern is expected to travel during program
- ✓ Intern signs mobility agreement
- ✓ Relocation is funded if intern accepts position at another VA at the end of the two-year training period
- ✓ Intern and Preceptor jointly develop training plan
- ✓ Applications are being accepted now
- ✓ Position closes May 23, 2008.
- ✓ Position starts no earlier than June 1, 2008, but no later than June 30, 2008.
- ✓ Contact Clint Bishop if you have any questions at (618) 998-5888.