



# Student Education Employment Program



# U.S. Nuclear Regulatory Commission Student Education Employment Program

The Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP) are the components of the NRC Student Education Employment Program (SEEP). All SEEP participants must be eligible for a U.S. Nuclear Regulatory Commission (NRC) employment clearance.

## Benefits

Benefits of the SEEP include the following:

- providing students with exposure to public service and enhancing their educational experience
- providing financial assistance to students to encourage and support their educational goals
- encouraging partnerships between the NRC and educational institutions in developing effective school-to-work programs
- assisting in the recruitment of highly qualified graduates into the NRC workforce



## **NRC Student Transportation and Housing Subsidies**

Students who reside at least 35 miles away from the NRC workplace may receive reimbursement of their transportation expenses if they work full time for at least 30 days.

Reimbursement covers the cost of traveling from the student's place of residence or study to the area where he or she will be working and back to the student's place of residence or study at the end of the full-time employment period.

Students may also receive up to \$750.00 per month for actual lodging expenses during temporary periods of at least 30 days of full-time employment with the NRC. To be eligible, students must perform scientific, professional, administrative, or technical work related to the student's field of study.

## **SEEP Pay Levels**

(See the annual salary table at <http://www.nrc.gov/about-nrc/employment/salaries.html> tables)

Students are paid according to the number of earned college credit hours.

### **Undergraduate Programs (engineering and scientific disciplines):**

**GG-4 step 5:** Sophomore (60 through 89)

**GG-5 step 6:** Junior (60 through 89)

### **Graduate Programs (engineering and scientific disciplines):**

**GG-5 step 10:** Undergraduate grade point average (GPA) of below 2.95

**GG-7 step 10:** Undergraduate GPA of 2.95 and above

## **Undergraduate students (administrative, management, and information technology disciplines):**

**GG-4 step 1:** Sophomore or junior (30 through 89 credit hours)

**GG-5 step 1:** Senior (90 or more credit hours)

## **Graduate students:**

**GG-5 step 1:** Undergraduate GPA of below 2.95

**GG-7 step 1:** Undergraduate GPA of 2.95 and above

## **High school students:**

**GG-01:** High school student

**GG-02:** High school graduate

**GG-03:** High school graduate with 6 months of work experience or 1 year of college credits (1 through 29 credit hours)

**GG-04:** High school graduate with 1 year of work experience or 2 years of college credits (30 through 60 credit hours)



## Schedules

Students may work either full-time or part-time schedules. There are no limitations on the number of hours a student can work per week, but the work schedule should not interfere with the student's academic schedule.

## Student Career Experience Program

The SCEP offers students valuable work experience directly related to their academic field of study. It provides formal periods of work and study while the student is attending school. The SCEP requires a commitment between the student, the school, and the NRC to ensure that individual goals are being attained. Students who are accepted into the SCEP are expected at all times to either work at the NRC, be enrolled in classes, or both.

## Student Eligibility Requirements

The student must meet the following requirements to be eligible for the SCEP:

- Attend an accredited college or university and pursue a bachelor's or master's degree in a field related to the mission of the NRC.
- Meet the definition of a student (i.e., a student is defined as an individual who is enrolled or accepted for enrollment as a degree-seeking student and who is taking at least a half-time academic course load in an accredited school).
- Be enrolled in the educational institution's co-op program and be recommended for placement with the NRC.
- Maintain a 2.85 GPA or above and meet the NRC work performance standards of the NRC program office or region where the student is employed.
- Be a U.S. citizen.
- Submit college transcript at the end of each school term to the NRC SCEP coordinator.

## Benefits

The SCEP offers the following benefits:

- annual leave
- sick leave
- Federal retirement system
- health and life insurance

## Appointment Information

Students may be noncompetitively converted to an NRC regular (excepted) appointment when they have met the following requirements:

- completed course requirements at an accredited university
- completed at least 640 hours of career-related work before or concurrently with the college course requirements
- been recommended by an NRC office or region and met the qualification standards for the targeted position



## **Student Temporary Employment Program**

The STEP offers temporary employment to students while enabling them to continue their studies. The length of the program varies from 89 days in the summer to as long as the participant is a student. STEP duties do not have to be related to the student's academic major or career goals.

STEP participants are appointed to a position not to exceed 1 year. Appointments may be extended in 1-year increments as long as the appointee meets the definition of a student (i.e., a student is an individual who is enrolled or accepted for enrollment as a degree-seeking student and who is taking at least a half-time academic course load in an accredited school).

STEP participants may be noncompetitively converted to the SCEP. Work-experience hours that are related to the student's academic program and career goals and that are gained while under the STEP may be credited towards the 640-hour work experience necessary for the noncompetitive conversion to an NRC regular (excepted) appointment.

### **Student Eligibility Requirements**

The student must meet the following requirements to be eligible for the STEP:

- Attend an accredited high school, a technical or vocational school, or a 2-year or 4-year college or university.
- Meet the definition of a student (i.e., a student is an individual who is enrolled or accepted for enrollment as a degree-seeking student and who is taking at least a half-time academic course load in an accredited school).
- Be a U.S. citizen.
- Submit a letter of recommendation from their school.

## Benefits

The STEP offers the following benefits:

- annual and sick leave if appointment is more than 90 days
- paid legal holidays within the periods of work
- possible year-round employment
- flexible work schedule

## Contact Information

For consideration into the SCEP, e-mail a resume and a current transcript to [co-ops@nrc.gov](mailto:co-ops@nrc.gov).

For consideration into the STEP, e-mail a resume and current transcript to [summer-emp@nrc.gov](mailto:summer-emp@nrc.gov).

To speak with a member of the Office of Human Resources Recruitment team, call (301) 415-7400.



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