

APLES Job Requisition Request			
APLES Team Name and Acronym:	All Service Lines	Requesting PCS:	Enrico Caruso
Labor Category & Level:	Internship (Co-Op)	Submission Date:	14 February 2016
Clearance Required:	Interim clearance required to begin work.		
Position Education/Experience Requirements:	Currently enrolled in a 4 year degree in an Information Technology related field to include but not limited to CIS, CE, CIT, or Business Administration.		
Position Description:	<p>This is an academic internship for a student co-operative to work on project tasking as defined by multiple APLES Service Lines. The intent is to provide value-added services in the form of either application development or sustainment operations for USCG IT mission support for OSC-hosted systems. Student interns work under a mentor-protégé environment and offered a flexible work schedule commensurate with the student(s) academic schedule.</p> <p>This is a non-compensated position as the school is expected to offer academic credit for work experience earned within the confines of a single semester.</p>		
Position Responsibilities:	<p>Interested candidates will be evaluated based upon their academic degreed program, general aptitude, communication skills, and experience that they may have accrued. The primary consideration for selection is the ability to follow-through with assignments by being pro-active and exercising resourcefulness by seeking guidance from their mentor(s) and/or colleagues.</p> <p>Routine project tasking may include:</p> <ul style="list-style-type: none"> ▪ Documentation and graphics support for process workflows, system architecture, and process documentation ▪ Application code development in multiple software disciplines to include .NET, Oracle, Java, C#, Python, and HTML to name a few ▪ Database management tasking for system monitoring, ERD development, and schema design that may be adapted for feature development, work package implementation, and data migration tasking ▪ Business Analysis tasking and research to identify system/project requirements for engineering development ▪ Quality Control metrics aggregation, process auditing, and system testing ▪ Project Management scheduling, risk management, and analytics ▪ Special projects associated with Cyber Security initiatives 		

	including vulnerability mitigation and POA&M resolution <ul style="list-style-type: none"> ▪ Work collaboratively with a broad group of government and contractor staff for information sharing and strategic planning ▪ Assist in the creation and delivery of presentations
Required Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Ability to meet deadlines and contribute in areas of influence ▪ Effective communication skills (oral and written) ▪ Strong customer service and consultation skills ▪ Excellent analytical and problem solving skills ▪ Strong organizational skills and attention to detail ▪ Strong interpersonal skills and ability to work both independently and in a team environment ▪ Thorough knowledge of the Microsoft Office Suite of Tools (Word, Excel, Power Point, Visio, etc)
Beneficial Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Application programming ▪ Database Management ▪ Project Management ▪ Demonstration of leadership abilities

PCS Checklist for Vacancy Posting	
Is this a new position?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If new position, written KO Approval Forwarded to HR/PM	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A, no cost impact
Is this a backfill position?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Education/Experience requirements consistent with APLES Labor Category Descriptions?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A, student internship
Is this position split across more than one team? If so, provide percentage of allocation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Percentage breakdown (total 100%): Optional distribution depending upon applicant skills and project availability.