

Summer Student Intern Positions at the National Transportation Safety Board

The National Transportation Safety Board (NTSB) is an independent Federal agency charged by Congress with investigating every civil aviation accident in the United States and significant accidents in the other modes of transportation -- railroad, highway, marine and pipeline -- and issuing safety recommendations aimed at preventing future accidents.

The Office of Aviation Safety will hire summer interns to explore career options as well as develop personal and professional skills under the Student Temporary Employment Program (STEP). These opportunities are open to undergraduate and graduate aviation students with appropriate credentials, and are located at NTSB's regional offices throughout the United States. Students gain hands-on work experience directly related to aviation safety and an opportunity to explore aviation career options as well as develop personal and professional skills.

The Summer Intern Program at the NTSB will begin on/about May 1, 2011 and end by September 30, 2011. Students with U.S. citizenship in good academic standing (2.8 GPA or higher) that meet all eligibility requirements may work part-time or full-time.

Position: Student Temporary Employee (Aviation)

Application Period: February 4 – February 28, 2011

Salary: Varies depending on duty location, education, and experience

Duty Locations:

- Ashburn, Virginia
- Miami, Florida
- West Chicago, Illinois
- Arlington, Texas
- Denver, Colorado
- Seattle, Washington
- Gardena, California
- Anchorage, Alaska

Description of Work:

Student employees work under the direction of an NTSB aviation accident investigator and provide assistance to the investigator in the conduct of selected accident/incident investigations. The student provides support during the on-scene phase of the investigation and in the office. Typical duties include: conducting research, writing briefing papers and preliminary accident reports, and preparing materials for inclusion in the public docket.

Work Schedule:

Part-time or full-time positions are available. Flexible work schedules can be approved on a case-by-case basis. A minimum of 20 hours of work per week is required, with a maximum of

40 hours per week. Arrangements for specific starting and ending dates depend on the needs of the agency and the schedule of the student. Students are responsible for housing and transportation and must be able to commute to the selected work location.

Qualification Requirements:

- Students must meet minimum age requirements as specified by federal, state, or local laws.
- Must be enrolled in a degree or certificate program at an accredited college or university.
- Must be enrolled at least half time.
- Must have completed at least one year (24 credit hours) college-level course work.
- Must have a minimum grade point average of 2.8 reflected on a current transcript.
- Must have private pilot certificate and have at least 50 hours of pilot-in-command (PIC) flight experience. A commercial pilot certificate with an instrument rating and 200 hours of PIC experience are desirable. Helicopter, flight instructor, or aircraft mechanic experience is also desirable.
- Students must demonstrate a skill in technical writing. Completion of a college-level technical writing course and some work experience is helpful.
- Students must demonstrate leadership ability (i.e., civic, community or campus involvement).

Key Requirements:

- Financial interest in certain transportation enterprises is prohibited.
- This position is covered by the bargaining unit.
- U.S. Citizenship is required.
- Must successfully complete a pre-employment background and credit check.

How to Apply:

Students must submit an application package for consideration. Applications must be emailed to Opportunities@NTSB.GOV by February 28, 2011.

This package should include:

1. Cover letter introducing the student as a candidate for the position and include anticipated dates of availability and the location for which the student is applying.
2. An application. The following documents are acceptable: OF-612, Optional Application for Federal Employment, a resume or other available application format. All applications must contain: identifying information including full name, address, email address, education, experience, and other qualifications.
3. An official transcript certifying GPA. (Note: The initial application package may include an unofficial transcript, but the agency must receive an official certified transcript before the interview.)