

EX-25-16A-PC (External)
Student Cooperative for the Communications Team

Overview

Open & Closing Dates

5/15/2025 to 5/27/2025

Service

Excepted

Pay Scale & Grade

GG-5

Salary

\$22.18 to \$26.72 Per Hour

Appointment Type

Temporary

Work Schedule

Part-time

Locations

1 vacancy in the following location:
Arlington, Virginia

Relocation Expenses Reimbursed

No

Telework Eligible

Yes - as determined by the agency policy.

Security Clearance

Moderate Background Investigation

Drug Test

Yes

This Job Is Open To

Hiring Paths

Students

Hiring Paths Clarification Text

Open to U.S. Citizens who are students currently enrolled full or part-time in an accredited college or university program, classified or academically ranked by semester hours as a Sophomore, Junior, Senior or Graduate student.

Summary

Are you a college or graduate student specializing in communications, marketing, or a related field?

The U.S. Postal Service Office of Inspector General Communications team has an opportunity for you! We have an opening for a paid student cooperative to assist us with internal and external communications. We want a team player who is willing to learn and able to work on-site in our Arlington, VA headquarters. Bring your skills and voice to our team!

Communications roles are in higher demand across various industries. Having professional experience, especially in a government agency, will give you the knowledge, mentorship, and skill sets you need to stand out. The USPS Office of Inspector General Communications team has such an opportunity for you!

We're looking for a self-motivated college or graduate student in the Washington, D.C., area who is passionate about thoughtful and engaging communication. Our ideal candidate is a quick learner, outgoing, and a team player who will help our fast-paced and dynamic team with our internal and external communications strategies. This is a paid student cooperative position located on-site in our Arlington, VA headquarters, and we are looking for a minimum four-month commitment.

Is preventing waste, fraud, and abuse important to you? Come discover what our 900-plus employees already know: that the work we do here at the OIG matters and directly impacts every household and business in the nation. Many of our co-ops have been so moved by their experience that they have gone on to pursue a full-time career with our agency.

Be part of an innovative team who is responsible for shaping the agency's communications strategy to inform, engage, and inspire targeted audiences.

Apply online at www.uspsoig.gov from OIG website employment page.

Duties

We have a great story to tell and are looking for skilled and detail-oriented storytellers and wordsmiths to help inform and engage targeted audiences. If you are a self-motivated, enthusiastic, and creative undergraduate or graduate student who is comfortable alternating between working independently and as part of a team and managing multiple assignments, this could be a great fit.

Your work on our team is important because what we do reaches not only a 900+ geographically dispersed OIG staff, but also an external audience that includes Congress, USPS executives, employees, the general public, and members of the shipping/logistics industry.

The student co-op will work closely with the Communications team's writers/editors and graphic designers to support creating communications for our audiences. The position comes with a wide range of responsibilities, including gathering information and producing daily and weekly agency-wide publications; publishing content to our intranet; assisting with our social media engagement and analytics; writing, editing and creating PowerPoint presentations; assisting with employee engagement programs; and other duties as assigned.

The successful Student Cooperative is eligible for continuous employment throughout the year, while enrolled in school.

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and the experience, education and training that demonstrate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position. Only those candidates who meet all qualification and eligibility requirements and who submit the required information by 11:59 PM EST on 05/27/2025 will be considered.

The USPS OIG uses a Pay Banding system, which is equivalent to the Federal GS scale. Grade and salary determinations will be made based upon a candidate's education and professional experience.

This position is being advertised at the Administrative Band level. The base salary range for this position is \$16.56 - \$19.95/hour. Locality Pay is authorized.

Sophomore \$22.18 per hour includes locality pay
Junior/Senior \$23.57 per hour includes locality pay
Graduate or Law Student \$26.72 per hour includes locality pay

Please note that the duties and responsibilities associated with this position may vary - candidates should have experience in managing multiple tasks and responsibilities simultaneously.

The following description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

The student cooperative performs a wide range of duties to support the Communications team, including, but not limited to:

- Assisting the Communications staff with internal and external communications.
- Assisting with producing daily and weekly internal communications.
- Maintaining and managing our intranet by posting regularly and working with colleagues to update SharePoint sites and pages.
- Distributing announcements regarding OIG reports to stakeholders, Postal Service executives, and Congress (as directed).
- Assisting in employee engagement programs.
- Assisting in creating a monthly Communications outreach report using Google Analytics and other tracking mechanisms.
- Assisting on video, graphic design, and photography assignments.

Conditions of Employment

- Must be a U.S. Citizen
- Must be able to pass a drug screening.
- Must be able to obtain and maintain a Moderate Background Investigation (MBI) clearance.
- Must be able to work up to 30 hours per week and up to 40 hours per week during school breaks
- Must be able to work year-round in our Arlington, VA office

MINIMUM REQUIREMENTS

You must meet ALL of the minimum requirements.

- Students must be currently enrolled full or half-time in an accredited college or university program, classified or academically ranked by semester hours as a Senior or Graduate student. (MUST SUBMIT TRANSCRIPT STATING CURRENT ENROLLMENT STATUS AND GPA, AND IN GOOD STANDING - an unofficial transcript from the university is acceptable. May be required to produce an official transcript prior to receipt of a formal offer.)

AND

- Must be in academic good standing as defined by the accredited college or university, earning at least a 2.75 GPA on a 4.0 GPA scale.

AND

- Must be currently enrolled in Journalism, Communications, Public Relations, Marketing, or related field of study in an undergraduate, current undergraduate seniors advancing to a graduate program, or graduate degree program and not graduating before December 2025.

AND

- Must be able to report to work in the USPS OIG Rosslyn, VA office.

AND

- Must be able to work up to 20 hours per week (Monday-Friday) during core business hours (7:30 a.m. – 12 p.m. ET).

EVALUATION FACTORS

Include your major accomplishments relevant to the evaluation factors in your resume.

- Demonstrated written and oral communications skills with strong attention to detail.
- Experience using Microsoft Office programs, including Word, Excel, and PowerPoint.
- Prior experience working in an office environment.
- Applicants must submit two one-page writing samples that show range.

You will no longer be considered for this position if you receive a zero (0) rating on any evaluation factor.

Failure to demonstrate that you meet all of the evaluation factor requirements as listed below will result in a score of zero (0); an ineligible status, and you will not be referred for further consideration. Include your major accomplishments relevant to the evaluation factors in your resume.

Education

Education must be accredited by an institution recognized by the U.S. Department of Education. Applicants can verify accreditation here: <https://ope.ed.gov/dapip/#/home>.

Special Instructions for Candidates with Foreign Education:

Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges and universities.

For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications>.

Additional information

Student Cooperatives are not eligible for USPS OIG Employee Benefits.

Our agency provides Reasonable Accommodations for applicants with disabilities. If you require accommodations during any part of the application and/or hiring process, please contact us by sending an email to SupportHiring@uspsoidg.gov. The decision on granting accommodation requests will be made on a case-by-case basis.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

The Human Resources Office will review your resume and supporting documentation to ensure that you meet the minimum qualifications required for this position. You will no longer be considered for this position if you: receive a zero (0) rating on any evaluation factor; fail to attach all required documentation; if your application materials indicate that you are not minimally qualified for this position; or if you fail to qualify on the interview. Only the top-rated candidates will be referred to a review official or the selecting official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision. NOTE: If you receive a zero (0) rating on any evaluation factor or on the interview, you will be considered NOT MINIMALLY QUALIFIED for the position and rated ineligible. Applicants for this position may be interviewed one or more times as part of the hiring process. During interviews, applicants may not use any AI tool or virtual assistant (such as ChatGPT) to help them answer questions, except for accessibility tools used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

Required Documents

You must submit all required documents by 11:59 PM EST on the closing date of this announcement.

Make sure you include the vacancy announcement number in the subject line when submitting your application package. The announcement number for this vacancy is: EX-25-16A-PC.

For information on submitting application packages, please review the 'How to Apply' section.

1. RESUME. Required. It is essential that your resume and supporting documentation provide sufficient information to substantiate your qualifications for the announced position.

2. COMPLETE APPLICATION QUESTIONNAIRE. Required. Download the Application Questionnaire (PDF), complete the form, and include it in the application package.

3. TRANSCRIPTS from an accredited college or university. Required. The information presented in the transcript must be verifiable and should contain the name of the institution, applicant's name, list of completed courses, semester hours, GPA, date and type of Bachelor's Degree issued. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Attach document verifying that it has been deemed equivalent. For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>.

4. SF-50: Required, if applicable. If you are or have been a federal employee. This is to demonstrate tenure and competitive/excepted service for eligibility purposes. Please name this file SF-50 or Form 50.

5. VETERANS PREFERENCE DOCUMENTATION: Required, if applicable.

If you are claiming veteran's preference you must submit the Member 4 copy of your DD-214 Certificate of Release or Discharge from Active Duty, and/or other proof of veteran's preference eligibility including your VA letter, form SF-15 [Standard Forms](#) and all required documents related to your SF-15 claim. Veterans can request the Member 4 copy of their DD-214 at [Request Military Service Records | National Archives](#) and can download a copy of their VA letter from [Home - VA/DoD eBenefits](#). If applicable, you are required to submit each veteran's preference document in the application package. Please name these files as "DD-214" or "SF-15" or "Other Veterans Document".

6. SUPPORTING DOCUMENTS: Required, if applicable. Degrees, Certificates, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.

How to Apply

To apply for this position, you must submit an application package containing all required documents, e.g., application questionnaire, performance appraisals, supporting documents, etc. The application questionnaire is available as a PDF in the vacancy announcement. The complete application package must be submitted via email at SupportHiring@uspsoig.gov by 11:59 PM (EST) on the closing date, **Tuesday, May 27, 2025**, to receive consideration. **Please include the vacancy number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.**

For any questions on this vacancy announcement, please contact SupportHiring@uspsoig.gov.

Next steps

Once the resume has been received you will receive an acknowledgement e-mail that your submission was successful. After a review of your application package has been completed, you will be notified of your rating and/or referral to the Selecting Official.