

Student Cooperative – Retail, Finance & Pricing, and Audit Services Directorates

Arlington, VA; Bethesda, MD; Carol Stream, IL; St. Charles, MO

Vacancy Number

EX-25-25B-JD

Overview

Open & Closing Dates

Tuesday, May 27, 2025 to Monday, June 9, 2025

Salary

\$19.98 to \$26.72 Per Hour;

Locations

Arlington, VA; Bethesda, MD; Carol Stream, IL; St. Charles, MO

Telework Eligible

Yes - as determined by the agency policy.

Relocation Expenses Reimbursed

No

Work Schedule

Part-Time

Promotion Potential

N/A

Supervisory Status

No

Drug Test

Yes

Application Count

50

Pay Scale & Grade

GG-05

Remote Job

No

Travel Required

Occasional Travel - You may be expected to travel for this position.

Appointment Type

Temporary

Service

Excepted

Job Family (Series)

0599 - Financial Student Trainee

Security Clearance

Moderate Background Investigation (MBI)

Financial Disclosure

No

This Job Is Open To (Eligibilities)

Hiring Paths

External - Current Students Only

Hiring Paths Clarification

Open to U.S. Citizens who are students 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 with a graduation date no sooner than December 2025.

Summary

Are you a current college or graduate student looking for an opportunity while enrolled?

The Office of Audit within the United States Postal Service Office of Inspector General (USPS OIG) has an opportunity for you! We are seeking passionate and driven students enrolled in college/university to fill our Student Cooperative positions within the Office of Audit's Retail Directorate, Finance and Pricing Directorate, and Audit Services Directorate.

These opportunities are located in:

- **Retail Directorate:**
 - Carol Stream, IL
 - Arlington, VA
- **Finance and Pricing Directorate:**
 - St. Charles, MO
 - Bethesda, MD
- **Audit Services Directorate:**
 - Bethesda, MD
 - Arlington, VA

Bring your skills and voice to our team!

Position Duties & Responsibilities

About the Directorates:

The Retail Directorate conducts various types of audits and evaluations to assess the efficiency of the Postal Service's retail activities and operations, including accepting mail and packages, providing counter service at Post Offices, or overseeing commercial outlets that sell stamps and services on behalf of USPS. This group also periodically conducts audits in adjected operational areas including vehicles or infrastructure.

The Finance and Pricing Directorate examines the efficiency and effectiveness of financial controls, financial reporting, cash management, liquidity, and other areas of financial risk. The Finance and Pricing Directorate also audits and reviews data collection systems and processes used to develop costing, pricing, and service performance measurements.

The Audit Services Directorate provides guidance and support to the Office of Audit, including budgeting, contracting, audit policies, quality assurance, data analysis, statistical sampling, audit reporting, training, strategic planning, project administration, and coordination with other OIG components.

To learn more, visit: [USPS Office of Inspector General | Office of Audit](#)

About the Position:

The student cooperative performs specialized duties with continuing responsibility for projects, questions, or issues that arise in the area of assignment/curriculum. Each assignment typically consists of a series of related actions or decisions prior to final completion.

- Performs specialized administrative duties with continuing responsibility for projects, questions, or problems related to a review/project. Each assignment typically consists of a series of related actions or decisions prior to final completion.
- Addresses a wide variety of problems or situations common to the segment of the program or function to which the employee is assigned. Decisions or recommendations are based on the development and evaluation of information that comes from various sources.
- Identifies and studies factors or conditions and determines their interrelationships as appropriate to the defined area of work.
- Takes or recommends actions that are consistent with the objectives and requirements of the program or functions.

- Recognizes the dimensions of the problems involved, collects the necessary information, establishes the facts, and takes or recommends action based upon application or interpretation of established guidelines.
- Provides applicable oral and written support for briefings and other related products.
- Adapts and interacts well in situations that involve diverse team and work dynamics.

The duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The preceding description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

Compensation: 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, equivalent to a GS-05. The salary range for this position is \$19.98/hr - \$26.72/hr. The salary figures include locality pay. For locality table specifics, visit: [OPM's General Schedule \(GS\)](#).

- **Sophomore** \$16.56 per hour, with additional locality pay
- **Junior/Senior** \$17.60 per hour, with additional locality pay
- **Graduate or Law Student** \$19.95 per hour, with additional locality pay

Position Requirements

Conditions Of Employment

Must be a U.S. citizen.

Must be able to pass a drug screening.

Must be able to pass a background investigation.

Must be able to obtain and maintain a Moderate Background Investigation (MBI) clearance.

Must be able to work a minimum 10-hours per week.

May be require some travel.

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 indicate the applicant's ability to acquire the 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 Monday, June 9, 2025 will be considered.

Position Minimum Qualification Requirements

You must meet all the minimum qualifications listed below.

- **Degree/Major Requirement:** Students must be currently enrolled in an auditing, accounting, or related field (see below list of related degrees) full or half-time in an accredited college or university program, classified or academically ranked by semester hours as a Sophomore, Junior, Senior or Graduate student graduating no sooner than December 2025 (must submit transcripts stating current enrollment status, GPA, and in good standing.)
- **GPA Requirement:** Must be in academic good standing as defined by the college or university, earning at least a 2.75 GPA on a 4.0 GPA scale.
- **In-Office Requirement:** Must be able to report to work in the USPS OIG office for which you are selected during core business hours (minimum 10-hours per week and up to 30-hours maximum per week, and up to 40-hours per week when school is not in session, with management approval.)
- **Systems Experience:** Must have experience with computer software applications such as Microsoft Office, Office 365, Word, Excel, etc.

Auditor (0511) Related and Accepted Degrees:

- **Business Related**, including but not limited to:
 - Auditing, Accounting, Business Administration, Economics, Finance, International Business, Management, Marketing, Organizational Behavior/Psychology, etc.
- **Government Related**, including but not limited to:
 - Criminal Justice, Political Science, Public Administration, Public Policy, Law, Public Relations/Communications, etc.
- **Technically Related**, including but not limited to:
 - Engineering, Cybersecurity, Human Resources, Information Technology, Journalism/Investigative Reporting, Logistics, Supply Chain Management, etc.

Desirable Qualifications

- Advanced degree.
- Interest in obtaining professional certifications, such as Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner and Certified Information Systems Auditor.

- Experience with using techniques from a range of disciplines, including computer programming, mathematics, and statistics, to draw conclusions from data to describe, predict, and improve performance. Use of software such as ACL, R, SAS, SPSS, and Power BI is a plus.

Evaluation Factors

You must have the experience, knowledge, and skills as listed in EACH of the evaluation factors. Failure to demonstrate that you meet all 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 position requirements in your resume.

- **Collaboration and Teamwork** - Experience working with others to build constructive and collaborative working relationships in order to solve problems and achieve common goals, working respectfully and effectively with others in a team or project-based setting.
- **Communication** - Experience communicating orally and in writing sufficient to convey information in a clear, concise manner appropriate for the targeted audience, using the appropriate methodology (e.g., speaking, email, documentation, reports, and presentations), and active listening skills.
- **Technology/Software Fluency** - Experience using word processing, spreadsheet/data analysis and presentation development software applications such as Microsoft Word, Excel and PowerPoint while preparing briefings, reports, and presentations.
- **Analysis/Critical Thinking** - Knowledge or experience using routine data collection and diagnostic tools, techniques, and procedures sufficient to clarify a situation, identify needed information (e.g., resources, materials, knowledge from others), collect and document information in an organized manner, and prepare standardized reports summarizing information.
- **Accuracy/Attention to Detail** - Experience reviewing information and materials sufficient to ensure completeness and accuracy of one's own work and to ensure standard operating procedures are followed correctly.
- **Stress Tolerance/Resiliency** - Experience performing effectively when faced with time pressure, adversity, disappointment, or opposition.

Education

Education must be accredited by an institution recognized by the U.S. Department of Education.

Applicants can verify accreditation here: www.ed.gov.

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.

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to audithiring@uspsaig.gov. The decision on granting an accommodation request will be made on a case-by-case basis.

How You Will Be Evaluated

You will be assessed on how well you meet the qualifications and competencies (knowledge, skills, abilities, and other characteristics) on this announcement.

The Human Resources Office will review your resume and supporting application documentation to ensure that you meet the eligibility required for this position. You will no longer be considered for this position if you:

1. Fail to attach all required documentation;
2. If your application materials indicate that you are not minimally qualified for this position;
3. Receive a zero (0) rating on any Evaluation Factor; or
4. 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.

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, Vacancy Announcement EX-25-25B-JD, by closing date Monday, June 9, 2025.

IMPORTANT NOTE: Make sure you include the vacancy number in the subject line when submitting your application package. For more information on submitting application packages, please review the “How to Apply” section below.

1. **RESUME - Required.** It is essential that your resume and supporting documentation provide sufficient information to substantiate your qualifications for the announced position.
2. **COVER LETTER – Required.** As part of your cover letter submission, please include the Directorate(s) for which you would like to be considered.
3. **COMPLETE OCCUPATIONAL QUESTIONNAIRE – Required.** Download the Application Questionnaire (PDF) and complete the form. Failure to complete this form in its entirety will result in your disqualification.
4. **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/>.
5. **SUPPORTING DOCUMENTS: Required if applicable.** Degrees, Certifications, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.
 - **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 (<https://www.opm.gov/forms/standard-forms/>) and all required documents related to your SF-15 claim. Veterans can request the Member 4 copy of their DD-214 at archives.gov/veterans/military-service-records and can download a copy of their VA letter from ebenefits.va.gov/ebenefits/homepage. If applicable, you are required to submit each veterans' preference document in the application package. Please name these files as "DD-214" or "SF-15" or "Other Veterans Document."

How To Apply

To apply for this position, you must:

1. Submit an application package containing **all** required documents, e.g., resume, cover letter, transcripts, application questionnaire, supporting documents, etc.
 - a. The application questionnaire is available as a PDF in the vacancy announcement.
 - b. The complete application package must be submitted via email at AuditHiring@uspsoig.gov by 11:59 PM (EST) on the closing date, Monday, June 09, 2025, to receive consideration. **Clicking on the above email URL will open an email that you will need to update with the appropriate vacancy number (e.g., EX-25-###-JD).**

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.

You are strongly urged to read and/or print the entire vacancy announcement.

For any questions on this vacancy announcement, please contact AuditHiring@uspsoig.gov. Your application may also be made available and considered for other Auditor positions in the USPS OIG.