

1. Vacancy Information

Vacancy Announcement: SUMMER-2025-006

Position Title: Summer Internship (Information Technology Aide)

Series: 0999

Grade: 00

Location(s): Washington, DC, US

Veterans' Preference: NOT A VET

2. Personal Information

Name: MELVIN SMITH

Email: mrmes3_3906@hotmail.com

Telephone 1: Mobile - 3016591308

3. Veterans' Preference and Military Service

Veterans' Preference: Not a veteran.

4. Eligibility Questions

1.

To be employed by the Architect of the Capitol in a paid position, an individual must meet one of the categories below. Please select what describes your eligibility category:

Answer: A citizen of the United States.

2.Are you a current and/or former Federal employee?

Answer: No

3.Are you a current Architect of the Capitol (AOC) employee (this includes Botanic Garden employees)?

Answer: No

4.If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System (select "Not Applicable" if this question does not apply to you)?

Answer: Not Applicable

5.May we contact your current supervisor for a reference?

Answer: No answer

6.Have you accepted a buyout from a Federal agency within the past 5 years?

Answer: No

7.Does the Architect of the Capitol employ any member of your family?

Answer: No

8.Are you a retiree receiving a Federal annuity, either military or civilian?

Answer: No

(Note: If you are an annuitant, your salary or annuity may be reduced upon employment.)

5.Vacancy Questions

All grades responses

1.

Are you a current student studying Information Technology or a related field?

Answer: Yes

2.

What is your expected date of graduation? (month/year)

Answer: May 2027

3.Do you have a relative(s) who currently work for the Architect of the Capitol?

Answer: No

4.What is your highest level of education?

Answer: I am currently enrolled in an accredited college or university for my bachelor's degree.

5.

This position requires you to be at least sixteen (16) years old or turn sixteen (16) years old by the date stated in the “**Who May Apply/Clarification From the Agency**” section of the vacancy announcement. Based on this information, do you meet the age requirement for this position?

Answer: Yes

6.Where did you learn about this Architect of the Capitol job opportunity?

Answer: USAJOBS Website

6.The following documents are requested for this vacancy.

Document Type	Description	Filename	Submission Type	Date Received (MM/DD/YYYY)
College Transcripts	Melvin Smith Unofficial Transcript	Melvin Smith Unofficial Transcript.pdf	USAJOBS	12/21/2024 01:59:41 PM
Licenses and Certifications	No document Submitted			
Miscellaneous Documents	Resume	Updated Resume (2).pdf	UPLOAD	12/21/2024 02:01:48 PM

7.Resume

Resume from USAJOBS: Updated Resume

8.Vacancy Announcement

Announcement Number:	SUMMER-2025-006
Position Title:	Summer Internship (Information Technology Aide)
Open Period (MM/DD/YYYY):	12/06/2024 - 01/31/2025
Series/Grade:	GS - 0999 00
Salary:	USD \$17 - USD \$17 /Per Hour
Work Schedule:	Full-time - This is a student intermittent position.
Promotion Potential:	GS-00
Hiring Agency:	Architect of the Capitol
Duty Locations:	FEW Vacancies in Washington, DC, US
Telework Eligible:	No
For More Info:	Albert Martin 202-226-7000 Tac@aoc.gov
Hiring Path:	<ul style="list-style-type: none">• Open to the public• Students
Who May Apply/Clarification From the Agency:	Applications will be accepted from students who are at least sixteen (16) years of age by June 30, 2025. You must be a student accepted for enrollment OR enrolled in a degree program. Enrollment must be with an accredited educational institution. This includes high schools, colleges or universities. Graduating seniors from high school, college or graduate school who are not continuing their education will not be considered eligible.
Security Clearance Required:	Other
Appointment Type:	Summer
Appointment Type Details:	Temporary 12 weeks summer internship position with an intermittent work schedule.
Marketing URL:	http://www.aoc.gov/capitol-hill/employee-capitol-hill
Job Summary:	The AOC has unique and exciting opportunities to serve as an Information Technology Aide during the Summer Internship Program, which offers hands on professional experience, networking, training and most of all exposure to a career in public service, on Capitol Hill.
Supervisory Position:	No
Relocation Expenses Reimbursed:	No

Travel Required:	Not Required
Major Duties:	<p>Information Technology Aide Students with an academic background in information technology or a related field are encouraged to apply to this unique summer internship opportunity. In this role, students will perform a variety of general information technology duties that include but are not limited to: Installing, configuring, troubleshooting and maintaining customer hardware and software. Implementing instructions, policies, procedures and standards for information technology (IT) programs, services, operations and/or customer support. Performing routine procedures for backing up operating systems, applications and data on networks. Responding to and resolving customer requests for assistance, such as help desk calls for routine issues and problems. Providing customer training on IT systems, applications and equipment; and Providing assistance with updating / patching desktops and laptops. Other duties may include addressing inquiries and distributing correspondence.</p>
Requirements:	<p>To be eligible, you must be a current student who meets the following requirements: Applications will be accepted from students who are at least sixteen (16) years of age by June 30, 2025, AND currently attending a high school, college or university. Note: Participation in the Summer Intern Employment Program is limited to a total of three years. Candidates are eligible to participate no more than three years, collectively or consecutively, in the Summer Intern Employment Program. Candidates who have reached the three years in the program will be deemed ineligible to participate this calendar year.</p>
Key Requirements	<ul style="list-style-type: none"> • You must be able to pass a drug test. • Your resume and question responses must demonstrate the job-related KSAs. • You must meet the requirements for the summer internship.
Education Requirements:	<p>To be eligible, you must be a current student who meets the following requirements:</p> <p>Applications will be accepted from students</p>

	<p>who are at least sixteen (16) years of age by June 30, 2025, AND currently attending a high school, college or university.</p> <p>Students must have an academic background in information technology or a related field.</p>
Evaluations:	<p>Review your resume and responses carefully. Responses to job questions that are not fully supported by the information in your application package may result in adjustments to your rating. A Human Resources Representative will validate the qualifications of those candidates eligible to be referred to the hiring official.</p> <p>FORMS RECEIVED BY FAX, EMAIL OR U.S. POSTAL SERVICE DELIVERY WILL NOT BE ACCEPTED. You may call (202) 226-7000 for directions. THIS ANNOUNCEMENT CLOSING DATE: 11:59 PM EST (EASTERN STANDARD TIME) ON THE CLOSING DATE.</p> <p>Your eligibility for consideration and qualifications for the position will be determined based upon a review of your detailed resume and your responses to job specific self-assessment questions.</p> <p>Your responses to the self assessment questions serve as the basis for your initial rating. You will receive a numerical score based on your responses to these questions. Next, your responses will be evaluated by a Human Resources Specialist and/or a subject matter expert against the information provided in your resume and optional cover letter. Your resume must support your answers to the self assessment questions, or your score may be adjusted or lowered accordingly which may affect your overall final rating. Falsifying your background, education, and/or experience is cause non-selection or disqualification from further consideration.</p> <p>Please note that a complete application is required for consideration. (Please review the "Required Documents" section of this job announcement to see what must be included in a complete application).</p>
Qualifications:	<p>All students must be U.S. citizens or a person who is lawfully admitted for permanent residence and is seeking citizenship as outlined in 8 U.S.C. 1324b(a)(3)(B).</p> <p>Applications will be accepted from students who are at least sixteen (16) years of age by June 30, 2025, AND currently attending a high school, college or university.</p>

	<p>Students must have an academic background in information technology or a related field.</p> <p>Note: Participation in the Summer Intern Employment Program is limited to a total of three years. Candidates are eligible to participate no more than three years, collectively or consecutively, in the Summer Intern Employment Program. Candidates who have reached the three years in the program will be deemed ineligible to participate this calendar year.</p>
How to Apply:	<p>You MUST apply online. If you experience difficulties with the application process or do not have access to a computer, please contact the HR Specialist listed as the point of contact before the closing date of this job announcement.</p> <p>If you are a new user to the USAJobs Site, you must register in USAJOBS. For help with setting up an account or for general assistance in using USAJOBS, go to USAJOBS Help Page.</p> <p>NEED HELP?</p> <p>If you experience any difficulties with the application site, help is available! If you have problems completing your on-line application, contact the Monster Hiring Management Help Desk at 1-866-656-6831 or by e-mail at MGSHELP@monster.com. The help desk is available Monday - Friday 7:00 a.m. to 7:00 p.m. Eastern Time. You may call and leave a voice mail message at all other times.</p> <p>All required supporting documents will be collected electronically via the USAJOBS "Saved Documents" feature.</p> <p>If you are unable to apply on-line, you may call our Employment Center at (202) 226-7000 for assistance.</p>
Required Documents:	<p>Required Documents for Summer Internship Positions</p> <p>The Architect of the Capitol's (AOC) job application process is designed to ensure you only provide information necessary to evaluate your qualifications and eligibility for the position vacancy.</p> <p>To apply for Summer Internship positions, you only need to submit: a) your resume</p>

	<p>and b) answers to the online vacancy assessment questionnaire. The online questionnaire contains eligibility questions and other relevant information. No additional documentation or attachments are required at the time of application.</p> <p>Your resume should list your education, any relevant training, skills and work experience to include job titles, employment dates and job duties. Nothing further is required until it is requested by AOC's Human Capital Management Division.</p> <p>When asked to provide proof of enrollment in high school, trade school or college, students selected for a position need only provide one (1) of the following acceptable documents:</p> <ul style="list-style-type: none"> • A copy of your current class schedule • A copy of your current school report card • A copy of your current college transcript - unofficial transcripts downloaded from your school website are acceptable • College acceptance letter if you are not yet enrolled • Letter from your advisor or registrar's office indicating that you are a current student <p>Failure to provide the required document will end further consideration and/or result in the withdrawal of any tentative job offers.</p>
<p>Next Step:</p>	<p>You will receive a notice generated by the USAJOBS System when you have successfully submitted your application. We will review your application and transcript(s) (if you are qualifying based on education) to ensure you meet the basic qualification requirements.</p> <p>You can check the status of your application by logging into http://www.usajobs.gov. You may also sign up to receive automatic emails anytime the status of your application has changed by logging into your USAJOBS Account, editing your profile and changing the 'Notification Settings' to indicate that you want to be notified by email when the status changes. Information regarding the status of your application should be updated in the system within 2 weeks after the closing date of this job announcement.</p>

Agency Benefits:	<p>This is a Summer Student Hire Position, so students will not receive benefits such as paid leave, retirement, or health benefits. Students may register for the Transit Subsidy benefit that is offered by the agency.</p>
Other Information:	<p>Applicants must be a United States Citizen or a person who is lawfully admitted for permanent residence and is seeking citizenship as outlined in 8 U.S.C. 1324b(a)(3)(B).</p> <p>This is an Excepted Service Position in the Architect of the Capitol, a Legislative Branch agency of the Federal government. The position does not require or confer civil service Competitive Status. If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System.</p> <p>If you are exempt from registration under Selective Service Law, you must provide appropriate proof of exemption. Please visit the Selective Service System website for more information.</p> <p>This position is NOT in the Bargaining Unit.</p> <p>DRUG TESTING: The Architect of the Capitol (AOC) is a Drug Free Workplace. As part of the AOC's suitability assessment, a candidate tentatively selected for a position who is not currently an AOC employee is required to submit to screening for illegal drug use. Satisfactory completion of a drug test is a condition of employment with the Agency. A candidate must test negative prior to being eligible for appointment into a position. We will schedule, provide and cover the cost for the drug test.</p> <p>Background Investigation - The selectee(s) under the vacancy announcement for this position is subject to a criminal record check by the U.S. Capitol Police and satisfactory adjudication to be eligible for employment at the Architect of the Capitol.</p> <p>The Architect of the Capitol is an E-VERIFY Participant. E-VERIFY is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security (DHS) and Social Security Administration records to confirm employment authorization in the United States. If you are selected for this position, the documentation that you present for purposes of completing the DHS Form I-9 will be verified through the DHS "E-VERIFY" electronic system. Federal Law requires DHS to use the E-VERIFY system to verify the employment eligibility of all new hires, and obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system as a condition of continued employment.</p> <p>For more information on E-Verify, please visit http://www.dhs.gov/files/programs/gc_1185221678150.shtm</p> <p>The Architect of the Capitol is an Equal Opportunity Employer</p>

	<p>and prohibits discrimination on the basis of race, color, sex, religion, age, national origin, genetic information, sexual orientation and/or disability.</p> <p>This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.</p> <p>Moving expenses are not authorized.</p> <p>Relocation expenses are not authorized.</p> <p>All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choice.</p> <p>Relocation Expenses are not authorized and will not be paid.</p> <p>This vacancy announcement may be used to fill additional vacancies in any of the jurisdictions of the Architect of the Capitol.</p> <p>All application materials become the property of the Architect of the Capitol.</p>
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9. Demographic Information

1. Sex:

Answer: Male

2. Ethnicity:

Answer: Not Hispanic or Latino

3. Race:

Answer: Black or African American - a person having origins in any of the black racial groups of Africa.

4. A. Do you have any of the following?

Answer: No answer