

# National Center for Cooperative Education

## *Opportunities for American Indians and Alaska Natives*

### *School and Work: A Rewarding Combination*

#### NCCE: What is it?

- Tuition assistance - *\$5000 annually*
- Summer employment – *Related to academic field of study \$10 - \$13 per hour*
- Employment opportunity after graduation – *BIA and tribal professional level positions*
- Life insurance and health benefits – *Vacation, sick and holiday pay – Retirement*

#### Minimum Requirements

- Have finished the freshman year in college, be in good academic standing, and accepted to attend or attending an accredited college or university
- Pursuing at a minimum, a bachelor's degree
- Majoring in a natural resources field such as: *Forestry, Range management, Agricultural Science, Soil Conservation, Geographic Information Systems, Wildlife Management, Watershed/Hydrology, and Fisheries Management.*
- Interest in a career working with Tribes or the Bureau of Indian Affairs.

## How to Apply

The application process consists of submitting:

- Completed federal employment form (OF 612)\* or resume\*\*
- Completed “Verification of Indian Preference for Employment “ (Form BIA 4432)\*
- Letter of Application that includes: Your perception of your academic and applied strengths – A description of your career goals and objectives
- Letter of recommendation from academic advisor or faculty member that includes: How long and in what capacity the advisor or faculty member has known you as a student – His or her perception of your academic and practical application strengths – Any other pertinent information
- Proof of enrollment or acceptance into a college forestry, range, agricultural science, or appropriate natural resources program
- Transcript and current class schedule
- Letter of support from tribal or BIA area or agency natural resources staff (optional but helpful)

\*Form OF 612 is available at [www.opm.gov](http://www.opm.gov) and BIA 4432 is available through the Liaison’s Office.

\*\* Resume must include all the information requested in the OF 612

### Send Application Package to:

Brenda Woods-Brown  
Natural Resources Liaison Office  
Haskell Indian Nations University  
155 Indian Avenue, Box 5018  
Lawrence, IKS 66046

### Application Deadline

**March 5<sup>th</sup> of each year**

### For additional information contact:

Brenda woods-Brown – 785-749-8493, cell 785-691-8223 or [bjbrown@fs.fed.us](mailto:bjbrown@fs.fed.us)

Doug Eifler – 785-749-8414 or [daeifler@fs.fed.us](mailto:daeifler@fs.fed.us)

Elaine Kiefer – 785-749-8427, cell 785-691-8224 or [ekiefer@fs.fed.us](mailto:ekiefer@fs.fed.us)

Website – [www.itcnet.org/includes/downloads/ncce.pdf](http://www.itcnet.org/includes/downloads/ncce.pdf)