

# Immigration And Customs Enforcement

Job Title: **Student and Exchange Visitor Program (SEVP) Field Representative**  
Department: **Department Of Homeland Security**  
Agency: **Immigration and Customs Enforcement**  
Job Announcement Number: **DAL-INV-1409582-DEU-PM**

**SALARY RANGE:** \$48,403.00 to \$108,507.00 / Per Year  
**OPEN PERIOD:** Monday, May 18, 2015 to Wednesday, May 27, 2015  
**SERIES & GRADE:** GS-0301-09/13  
**POSITION INFORMATION:** Full Time - Permanent  
**PROMOTION POTENTIAL:** 13  
**DUTY LOCATIONS:** 16 vacancies in the following location(s):  
Birmingham, AL  
Los Angeles, CA  
Sacramento, CA  
Santa Ana, CA  
Hartford, CT  
[More Locations](#) (11)  
**WHO MAY APPLY:** United States Citizens  
**SECURITY CLEARANCE:** Public Trust - Background Investigation  
**SUPERVISORY STATUS:** No  
**JOB SUMMARY:**

For definitions of terms found in this announcement, please click [here](#)

Who May Apply:

- US Citizens

Organizational Location: This position is located in the Department of Homeland Security, Immigration and Customs Enforcement, Homeland Security Investigations: Tampa, FL; Milwaukee, WI; Grand Rapid, MI; Des Moines, IA; Birmingham, AL; Boise, ID; Los Angeles, CA; Honolulu, HI; Sacramento, CA; Santa Ann, CA; Tulsa, OK; Buffalo, NY; Hartford, CT; Philadelphia, PA; Portland, ME; Columbia, SC

View [Common Definitions](#) of terms found in this announcement.

This is a non-bargaining unit position.

**The salary range listed is the base salary rate; locality pay is not included in this figure.**

## TRAVEL REQUIRED

- 25% or Greater
- LOCAL AND OVERNIGHT TRAVEL CONDUCTING SCHOOL VISITS. SOME TRAVEL REQUIRED FOR TRAINING AND CONFERENCES

## RELOCATION AUTHORIZED

- No

## KEY REQUIREMENTS

- You must be a U.S. citizen to apply for this position
  - You must successfully pass a background investigation and drug screen
  - Males born after 12/31/59 must certify registration with Selective Service
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## DUTIES:

As an SEVP Field Representative you will perform the following duties: This position involves a multi-grade career ladder. The Major duties listed below represent the full performance level of GS-13. At the GS 9-12 grade level, the incumbent performs assignments of a more limited scope and with less independence. The incumbent will progressively acquire the background necessary to perform at the full performance level of GS-13.

- Responsible for directing, implementing, coordinating and overseeing a major segment of SEVP, i.e., providing technical assistance and direct support to colleges and universities relative to SEVP certification/recertification Promotes and assists schools in; obtaining and maintaining data integrity in the Student and Exchange Visitor Information System (SEVIS);
  - Assists colleges and universities through explanation, training and research of issues with respect to SEVIS related policies, rules and regulations;
  - Conducts site visits at schools, interview school officials for the purpose of determining direct knowledge of SEVP and SEVIS, records reviews, and provide general assistance to schools with SEVIS/SEVP interaction;
  - Meets with external stakeholders and provides complete direction and guidance pertaining to regulations and statutes for F and M visa holders;
  - Trains external stakeholders on myriad issues relating to SEVIS/SEVIS II, as well as training junior Field Representatives;
  - Represents SEVP at conferences/meetings.
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## QUALIFICATIONS REQUIRED:

You qualify at the GS-09 level if you possess one (1) year of specialized experience at the GS-07 or equivalent level performing duties such as:

- Works at or with schools/institutions which accept non immigrant F and M visa holders to their courses of study and analyzes circumstances regarding the issues and suggests the appropriate course of actions;
- Answers questions for, and review files of approved schools/institutions to determine compliance and to ensure data integrity with guidance from the supervisor and designated analyst.

You qualify at the GS-11 level if you possess one (1) year of specialized experience at the GS-09 or equivalent level performing duties such as:

- Interface with academic community of the United States and other governmental and non-governmental external stakeholders with regard to the certification and recertification of institutions that accept on immigrant foreign students to their courses of study;
- Analyzes and evaluates major SEVP administrative aspects of substantive, mission-oriented programs and consults with the supervisor in order to develop long-range program plans, objectives, and milestones.

You qualify at the GS-12 level if you possess one (1) year of specialized experience at the GS-11 or equivalent level performing duties such as:

- Extensive knowledge of a wide range of methods for assessment and improvement of complex SEVP programs, processes and systems;
- Superior interpersonal and administrative skills to organize and coordinate professional efforts to meet complex planning needs and anticipated requirements;
- Provides written and oral reports with conclusions, alternatives and recommendations on SEVP policies and

projects

You qualify at the GS-13 level if you possess one (1) year of specialized experience at the GS-12 or equivalent level performing duties such as:

- Directs, implements, coordinating and overseeing a major segment of SEVP, i.e., providing technical assistance and direct support to colleges and universities relative to SEVP certification/recertification;
- Provides advice and guidance to resolve, implement and manage SEVP program or policy issues that involve major areas of uncertainty or require clarification;
- Trains external stakeholders and junior SEVP Field Representatives on myriad issues relating to SEVIS/SEVIS II and related regulations and statutes; and
- Represents SEVP at conference/meetings.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Qualification requirements must be met by the closing date of this announcement. Qualification claims will be subject to verification.

Substitution of Education for Experience:

(for GS-09 only) You may substitute successful completion of a master's or equivalent graduate degree, 2 full years of progressively higher level graduate education leading to such a degree, or a L.L.B./J.D. degree for the experience required at the GS-9 level. This education must have been obtained from an accredited college or university. Check with your school to determine how many credit hours comprise two years of graduate education. If that information is not available, use 36 semester hours or 54 quarter hours.

(for GS-11 only) You may substitute successful completion of a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree, or LL.M, if related, in an accredited college or university for experience required at the GS-11 level. This education must demonstrate the skills needed to do the work. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 54 semester hours or 81 quarter hours should be considered as satisfying the 3 years of full-time study requirement.

There is no substitution of education for experience at the GS-13 grade level. For additional information regarding the substitution of education for experience, click [HERE](#).

Requirements by Closing Date: Unless otherwise noted, you must meet all requirements by the closing date of the announcement. Time in Grade: Current Federal employees must have served 52 weeks at the next lower grade in the Federal service.

Probationary Period: This is a full-time permanent position (Career/Career-Conditional appointment). Upon appointment to this position, you may be required to serve a one-year probationary period.

Special Requirements: The nature of the work requires travel on a frequent basis throughout the year. You must hold a valid drivers' license and be able to successfully obtain and hold a Secret Security Clearance. Field Representatives are required to attend training conferences, participate in training seminars and receive specialized training in SEVP/SEVIS laws and regulations.

## HOW YOU WILL BE EVALUATED:

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an Assessment Questionnaire. The questions are related to the following fundamental competencies (or Knowledge, Skills, and Abilities) needed to perform the duties of this job:

- Knowledge and ability to utilize analytical tools and methodology to implement applicable laws, policies, and regulations;
- Extensive knowledge of the law, policies, and regulations relative to SEVP and SEVIS database;
- Ability to plan and manage a complex, mobile (travel) schedule with minimum supervision;
- Ability to effectively communicate both orally and in writing Based on your responses, you will be placed in one of the following categories:

Based on your responses, you will be placed in one of the following categories:

1. Best Qualified: Applicants possessing a background that demonstrates a superior level of all evaluation criteria.
2. Well Qualified: Applicants possessing a background that demonstrates a satisfactory level of the evaluation criteria.
3. Qualified: Applicants possessing the basic qualifications, with general knowledge, skills, and abilities.

Applicants in the Best Qualified category will be referred to the hiring manager and may be called for an interview.

Agency Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP) eligible: If you have never been a Federal employee, you are not eligible to apply under CTAP/ICTAP. This program offers displaced Federal employees priority for jobs within the agency from which they have separated or are separating. For more information, please see: <http://www.opm.gov/ctap/>.

To be considered well qualified under ICTAP/CTAP you MUST be placed in the Well Qualified Category for this position. In addition, you must submit the supporting documents listed under the required documents section of this announcement.

Veterans: Veterans with 5-point preference who meet the eligibility and qualification requirements are placed above non-preference eligibles within the category in which they are qualified. Veterans who have a compensable service-connected disability of at least 10% are placed in the best qualified category above non-preference eligibles, except when the position being filled is scientific or professional at the GS-09 grade level or higher. This position is not considered scientific/professional. For more information regarding veterans' preference, please see: <http://www.opm.gov/staffingPortal/Vetguide.asp>

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## BENEFITS:

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information, go to [www.dhs.gov/careers](http://www.dhs.gov/careers) and select "benefits".

## OTHER INFORMATION:

`Promotion Potential: When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level,

and administrative approval.

This position requires extensive travel. If selected, you will be required to possess a valid State driver's license at all times while employed by DHS ICE in order to perform the duties of the position.

E-Verify: DHS ICE uses E-Verify to validate all newly hired applicants' ability to work legally in the United States. For more information on E-Verify, please follow this link: <http://www.uscis.gov/files/nativedocuments/e-verify-employee-rights.pdf>.

Financial Difficulty Statement: It is the policy of the government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about your employment experience will be used only to determine your qualifications and to assess your relative level of knowledge, skills, and abilities. Although your risen through no fault of your own will generally not itself be the basis of an unfavorable suitability or fitness determination.

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#### HOW TO APPLY:

To apply for this position, you must complete the Occupational Questionnaire *and* submit the required documentation outlined under the REQUIRED DOCUMENTS section below.

The complete initial Application must be submitted by 11:59 PM (EST) on Wednesday, May 27, 2015.

**PLEASE NOTE:** If your materials are not received by the closing date, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible. Also, if you do not provide a valid email address, you may not be notified of the outcome of your application.

To begin the process, click the Apply Online button to create an account or log into your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

Note: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select *Application Status*, and click on the *more information* link under the application status for this position.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID 1409582. Fax your documents to 1-478-757-3144.

Applications and supporting documentation will not be accepted by mail or email. If you need further assistance, contact the Human Resources Office representative listed on this announcement at least one day prior to the closing date for further instructions.

If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#)
2. Print the 1203FX form to provide your response to the occupational questionnaire [http://www.opm.gov/forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf), and
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

#### REQUIRED DOCUMENTS:

1. Resume showing relevant experience, education and training. Work experience should include: job title, duties, employer's name, employer's telephone number, employer's address, starting and ending dates

- (MM/YY), hours worked per week, and indicate whether or not we may contact your current supervisor.
2. Your responses to the occupational questionnaire
  3. Are you qualifying based on education? If you are qualifying based on education, submit a copy of your college transcript (unofficial is acceptable). Prior to appointment, an official college transcript may be required. This education must be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Those with foreign education, click this [link](#).
  4. Are you a veteran? If so, submit the Member copy 4 of your DD214 (Certificate of Release or Discharge from Active Duty) or Certificate of Service. Those applying for 10-point preference must fill out the SF-15 (click [here](#) for the form) and provide the required documentation (e.g. VA Letter) listed on the back of this form.
  5. Are you a displaced federal employee claiming special priority selection rights under the Agency Career Transition Assistance Plan (CTAP) or Interagency Career Transition Plan (ICTAP)? Click [here](#) for eligibility requirements. If so, submit:
    - a copy of your agency notice
    - a copy of your most recent performance rating, and
    - a copy of your most recent Notification of Personnel Action (SF-50) noting your current position, grade level, and duty location
  6. Are you claiming Military Spouse Preference, E.O. 13473? If so, submit:
    - permanent change of duty orders (based on relocation)
    - verification of the marriage to the service member (i.e., marriage license or other legal documentation verifying marriage)
    - verification of the service member's 100% disability (i.e., VA letter of disability), and/or
    - verification of the service member's death while on active duty (i.e., letter from military and/or VA)
  7. Are you applying under the Persons with a Disability authority? If so, submit a letter, record or statement issued from a licensed medical professional, vocational rehabilitation specialist or any other Federal, State or District of Columbia agency that issues or provides disability benefits.

#### AGENCY CONTACT INFO:

Patricia Medina  
Phone: (214)905-5217  
Email: PATRICIA.MEDINA@ICE.DHS.GOV

Agency Information:  
ICE Dallas Service Center  
7701 N Stemmons Freeway  
6th Floor  
Dallas, TX  
75247  
USA

#### WHAT TO EXPECT NEXT:

Once you submit your application, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. We will notify you by email the outcome after each of these steps has been completed. Your status will also be updated on your USAJOBS account throughout the process. We expect to make a selection within 60 days of the closing date of this announcement. If you are selected, we will conduct a suitability/security background investigation.

#### Additional Duty Location Info

16 vacancies in the following locations:

Birmingham, AL  
Los Angeles, CA  
Sacramento, CA  
Santa Ana, CA  
Hartford, CT  
Tampa, FL  
Honolulu, HI  
Des Moines, IA  
Boise, ID  
Portland, ME  
Grand Rapids, MI  
Buffalo, NY  
Tulsa, OK  
Philadelphia, PA  
Columbia, SC  
Milwaukee, WI