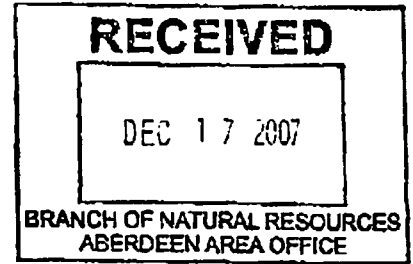


**National Center for Cooperative Education in Natural Resources**

a program of the Bureau of Indian Affairs, administered by the USDA Forest Service  
 155 Indian Avenue, Box 5018, Lawrence, Kansas 66046  
 (785) 749-8414 Fax (785) 749-8439



December 1, 2007

Dear Colleague:

Enclosed is information about the National Center for Cooperative Education in Natural Resources (NCCE) program. This program is designed to promote the development of American Indian and Alaska Native natural resources professionals by helping students achieve their educational and career goals and helping BIA and tribal natural resources managers find qualified employees:

- 1) students accepted to the program receive tuition assistance (\$5,000/year), summer employment, and noncompetitive conversion to BIA or tribal positions upon graduation,
- 2) tribes and BIA units are eligible to hire students for summer and permanent positions. For summer employment, the Bureau of Indian Affairs provides \$4000 toward each student's salary.

I would appreciate it if you would post the enclosed brochure where it will be available to individuals who may benefit from our services. Please contact us for applications or additional information.

Thank you,

Doug Eifler  
 Natural Resources Liaison  
 daeifler@fs.fed.us

# National Center for Cooperative Education

## *Opportunities for American Indians and Alaska Natives*

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

#### **NCCE: What is it?**

The National Center for Cooperative Education in Natural Resources (NCCE) was established in May 1997. Located on the campus of Haskell Indian Nations University in Lawrence, Kansas, the purpose of NCCE is to better serve American Indian and Alaska Native students interested in pursuing careers in natural resource fields with tribes, the Bureau of Indian Affairs (BIA), or other natural resources agencies.

#### **NCCE –What does it offer?**

- Tuition assistance - *\$5,000 annually*
- Summer employment -*Related to academic field of study \$10 - \$12 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, Soil Conservation, Range Management, Geographic Information Systems, Wildlife Management, Watershed/Hydrology, Fisheries Management, Civil Engineering*
- Interest in a career working with Tribes, the Bureau of Indian Affairs, or other natural resources agencies

## 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 or 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 OF612 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 OF612.

### Send Application Package to:

Doug Eifler  
 Natural Resources Liaison Office  
 Haskell Indian Nations University  
 155 Indian Avenue, Box 5018  
 Lawrence, KS 66046

### Application Deadline:

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

### For additional information contact:

Dr. Doug Eifler - 785-749-8414 or [daeifler@fs.fed.us](mailto:daeifler@fs.fed.us)  
 Brenda Woods-Brown - 785-749-8493 or [bwoodsbrown@fs.fed.us](mailto:bwoodsbrown@fs.fed.us)  
 Elaine Kiefer - 785-749-8427 or [ekiefer@fs.fed.us](mailto:ekiefer@fs.fed.us)  
 Website – [www.itcnet.org/includes/downloads/nccce.pdf](http://www.itcnet.org/includes/downloads/nccce.pdf)