

# National Center for Cooperative Education

## *Opportunities for American Indians and Alaska Natives*

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

Welcome to the NCCE web page. Here you will find everything you need to know about who we are, what we do, and how to apply for our opportunities.

#### *NCCE: What Is It?*

The National Center for Cooperative Education in Natural Resources 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; \$9–\$11 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*

- Finished the freshman year in college; be in good academic standing; and accepted to attend or currently 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 (GIS), Wildlife Management, Watershed/Hydrology, Fisheries Management, Civil Engineering
- Interested in a career working with Tribes, the Bureau of Indian Affairs (BIA), or other natural resources agencies

#### *How to Apply*

1. Submit:
  - Completed federal employment form OF612\* 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:
    - (1) how long and in what capacity the advisor or faculty member has known you as a student;
    - (2) his or her perception of your academic and practical application strengths;
    - (3) any other pertinent information

Continued on page 2

- 
- 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 from the federal government. If you have Adobe Acrobat (the complete program) you can fill it out and submit it online. If you only have Acrobat Reader (required to open the form) you can print it, then fill it out offline.

In either case, be sure to include a copy with your application.

BIA 4432 is available through the Liaison's Office.

\*\*Resume must include all the information requested in the OF612 form.

2. 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 of each year

*For additional information contact:*

Dr. Doug Eifler	(785) 749-8414	<a href="mailto:daeifler@fs.fed.us">daeifler@fs.fed.us</a>
Brenda Woods-Brown	(785) 749-8493	<a href="mailto:bwoodsbrown@fs.fed.us">bwoodsbrown@fs.fed.us</a>
Elaine Kiefer	(785) 749-8427	<a href="mailto:ekiefer@fs.fed.us">ekiefer@fs.fed.us</a>