

**From:** Marcus Duck <duckmarc@msu.edu>  
**Subject:** 2010 Summer Employment Opp - St. Louis Arch  
**Date:** April 28, 2010 4:52:58 PM GMT-04:00  
**To:** Marcus Duck <duckmarc@msu.edu>



Could you forward this email about summer employment opportunities at the Arch? We have several seasonal openings for students and have not had a lot of response.

Here's the catch(es): The student has to be 18, enrolled now and be able to prove enrollment for the fall semester. There is also a background check and physical that has to be passed. By the time all this takes place, it may be July but the jobs are worth the wait. Once hired, the person can be reinstated from year to year. Students do not have a maximum amount of hours they can work as our regular seasonals do so if they are available during school or during school breaks, we may be able to put them to work.

The work period of employment runs from as soon as I can hire them to the end of August but could continue through September depending on availability. The background check can take up to 5 weeks, sometimes more. The duties include basic grounds maintenance responsibilities such as trash removal, mowing, trimming, weeding, and other labor tasks. **Starting pay is \$12.63 or \$14.35 depending on skills and experience.** We prefer to hire Horticulture or Forestry students but it is not a requirement. Anyone interested needs to send the following:

- Letter of Introduction - The student should state that he/she wishes to apply for seasonal employment with the National Park Service. State dates available (starting and ending). If available for part time after returning to school, state that in the letter. We need to know if the student is available for weekends and/or nights. There is very limited need for nights and weekends so saying yes is no guarantee that it would happen but being flexible creates a better chance of being hired. The student should state whether available for part time, full time, weekends, nights, available for overtime during special events. These jobs do not have to be 40 hours per week though it is preferred.

- Resume - include any horticultural or forestry classes attended, any gardening and equipment skills, abilities, awards, references, etc.

- Letter from school stating the student is currently enrolled, is in good standing, and evidence of enrollment for the fall semester. If not yet enrolled, state when that will occur.

Send the information to the address or email below:

Charlene Behrens Marsh  
Human Resources Manager  
National Park Service  
11 North Fourth Street  
St. Louis, MO 63102  
314-655-1601 (phone)

I would suggest the student also send an email to me so I will be looking for their name in case I get several to choose from. There is no deadline but the sooner the better. The next step is a background check that can take 5 to 8 weeks.

For your information, we will be advertising for a new permanent/full-time Gardener WG-7 position in the next few weeks. That position will start at \$21.08. The skills and knowledge questions will be written in preference to someone with a high level of turf management abilities. People interested should keep an eye out for the advertisement on [www.usajobs.gov](http://www.usajobs.gov). It is not there yet but should be within the next two weeks.

If we do not get an overwhelming response from students this week, we may advertise for seasonal laborers and gardeners on [www.usajobs.gov](http://www.usajobs.gov) as well.

Thanks for passing this along for me.

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