



## AUBURN ON THE HILL

**Auburn on the Hill** is designed to inform Auburn students about Washington internships and assist interested students with their search and application process. Students who receive and accept offers will have the opportunity to take part in sessions to prepare them for success during their internship experience.

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### HOW TO FIND / APPLY

Internships and other student work opportunities are among the best-kept secrets when it comes to getting a leg up on landing a full-time job with the federal government when you graduate.

As with any type of job, the best way to find out if the federal government is for you is to try it out. But it's not just a chance for you to test-drive the job; the internship also gives the agency a chance to see if they want to offer you a full-time job when you graduate. In certain programs you can even get school credit while interning during the summer or during the school year.

### DO YOUR HOMEWORK

Start with a general search to learn about the wide variety of opportunities. The Partnership for Public Service's Internship Directory includes information on more than 200 federal internship programs and is searchable by agency, eligibility, location, and other factors. You may also want to check out **studentjobs.gov** for a list of some internship programs. This government-run site lists opportunities for temporary employment or federal internships. You can use this site to narrow your search to focus only on positions of interest to you. **Students.gov** also is a good government site to look for internship opportunities.

Unlike with full-time job openings, federal agencies aren't required to post their internships. Agencies sometimes only publicize internships on their own Web sites. You can find a complete list of agencies on **usajobs.gov**. The decentralized nature of internship programs means that you may be able to find other exciting opportunities by putting a little extra time into researching the agencies whose missions interest you most. Don't be afraid to contact an agency, if you don't find anything on their website or need more information, about internship/student opportunities. Ask for the Human Resources office.

Before you wrap up your search, you should also consider checking out the many organizations that help place students in federal internships and jobs.

Don't give up too quickly! Even if the agency you're interested in does not have any internships posted, offer to meet for an informational interview—it could lead to an actual internship.

### TAKE ADVANTAGE OF EVERY OPPORTUNITY

- Find a mentor (formal or informal) and get to know the staff in your office
- Attend info sessions, receptions, and events
- Network as much as possible
- Pay attention to the experiences and advice from interns in other offices
- Ask for letters of reference before you leave

### FEDERAL STUDENT EMPLOYMENT PROGRAMS

#### STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

STEP provides part-time federal jobs to students that can last as little as one summer or as long as the duration of your college career. STEP positions are paid. The work does not have to be related to your field of study, allowing you to gain experience in other fields.

To be eligible you must be in high school, college, vocational school, or graduate school. In addition, you must be a U.S. citizen or national in most cases. However, if the hiring agency's appropriation act permits non-citizen employees, and you are eligible to work under U.S. immigration laws, you can participate in the program. Also, make sure to check with an agency about whether they participate in the STEP program because they don't have to list these positions on **usajobs.gov**.

For more information visit: **www.opm.gov/employ/students/intro.asp**.

#### STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

SCEP allows you to gain experience working for the government in a job related to your field of study. Most

positions are paid and some also provide academic credit towards your degree.

To participate in SCEP, the hiring agency must have a formal agreement with your educational institution. SCEP positions are available to undergraduate and graduate students. You must be a U.S. citizen or national in most cases. However, if the hiring agency's appropriation act permits non-citizen employees, and you are eligible to work under U.S. immigration laws, you can participate in the program.

If you successfully complete 640 hours of work within the SCEP program, you are eligible to be hired to a permanent position without going through the traditional hiring process. Recent additions to the program allow agencies to waive up to half of the required 640 hours for students with certain job-related experience acquired in a structured work-study program, active duty military service or if you have exceptional job performance and academic excellence (3.5 GPA out of a 4.0 scale, standing in the top 10% of the graduating class and/or induction into a nationally recognized scholastic honors society) while enrolled in the program.

For more information, visit [www.opm.gov/employ/students/intro.asp](http://www.opm.gov/employ/students/intro.asp).

#### **FEDERAL CAREER INTERN PROGRAM (FCIP)**

The FCIP is a two year entry level appointment designed to bring talented people into the federal government through a streamlined process. Applicants should apply directly to the federal agency using [usajobs.gov](http://usajobs.gov) or searching on the specific agency's Web site. There is no nominating process for the program. Agencies set individual deadlines for their positions. Positions may be available throughout the year. See the Federal Career Intern Program Directory located in the right column for a list of some FCIPs.

Agencies design their own FCIP but all FCIP participants will receive training. After two years, federal career interns can become permanent civil service employees. Individuals hired through a FCIP may begin at the GS-5, GS-7 and GS-9 levels. There is no limitation on promotion potential.

For more information about the Federal Career Intern Program visit: [www.opm.gov/careerintern/index.asp](http://www.opm.gov/careerintern/index.asp).

#### **PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM (PMF)**

The Presidential Management Fellows Program (PMF) is a prestigious two year program which is designed to prepare you for upper-level management positions in the federal government. You must be in your final year of a graduate program and must receive a nomination from your school before being considered for the PMF program.

Important note: PMF application deadlines are in the fall!

PMF programs are structured by individual agencies, however, all PMFs will receive training opportunities and developmental assignments (either within the agency or to another agency or branch of the government). PMFs can be appointed at the GS-9,10 or 12 levels. Depending on agency policies, PMFs may be eligible for rapid annual or accelerated promotions up to GS-13 during the program. After two years, PMFs are eligible for conversion to permanent positions.

In 2007, 792 students were selected for the PMF Program.

In previous years, the agencies that have employed the most PMF finalists have been:

#### **Department of Justice:**

[http://www.usdoj.gov/careers/student\\_programs.html](http://www.usdoj.gov/careers/student_programs.html)

#### **Department of State:**

<http://www.careers.state.gov/students/programs.html>

#### **Department of Health and Human Services:**

<http://www.hhs.gov/careers/pmf.html>

#### **U.S. Agency for International Development:**

<http://www.usaid.gov/careers/>

Europe & Eurasia Bureau Deadline: January 25, 2008

Consul & Legislative Affairs: February 15, 2008

#### **Department of Defense:**

<http://www.defenselink.mil/sites/c.html#civjobs>

#### **Department of Commerce:**

<http://www.commerce.gov/>

[JobsCareerOpportunities/index.htm](http://www.commerce.gov/jobs-career-opportunities/index.htm)

#### **Department of Homeland Security:**

[http://www.dhs.gov/xabout/careers/content\\_multi\\_image\\_0011.shtm](http://www.dhs.gov/xabout/careers/content_multi_image_0011.shtm)

For more information about the Presidential Management Fellows Program visit: [www.pmf.opm.gov](http://www.pmf.opm.gov).

### **CO-OPS AND OTHER INTERNSHIP PROGRAMS**

Many schools have co-op arrangements with federal agencies that provide academic credit for an internship, particularly in engineering and the sciences. Check if your college offers any special help landing student employment in federal government. In addition, a number of nonprofit organizations assist in placing students in internships with federal agencies.

## FEDERAL INTERNSHIP PROGRAMS

### The Washington Center for Internships and Academic Affairs

The Washington Center (<http://www.twc.edu/>) places students in internships representing major professional fields in the private, public and nonprofit sectors, with over a third going to federal agency positions.

### The Hispanic Association of Colleges and Universities' National Internship Program (HNIP)

The Hispanic Association of Colleges and Universities ([http://www.hacu.net/hacu/Default\\_EN.asp](http://www.hacu.net/hacu/Default_EN.asp)) places undergraduate and graduate students in federal agency internships across the country.

### National Association for Equal Opportunity in Higher Education (NAFEO)

NAFEO (<http://www.nafeo.org/>) is committed to placing students in all of the federal agencies where the needs of the students and of the agencies can be most effectively met.

### Washington Internships for Native Students (WINS)

WINS (<http://www.american.edu/wins/>) is offered free of charge to American Indian and Alaska Native students, and is designed to develop leadership skills in students while they intern with federal agencies in Washington, D.C.

### Washington Semester

The Washington Semester (<http://www.washingtonsemester.com/>) offers 13 distinct programs that combine internships (frequently with federal agencies) with seminars and a research project.

### American Indian Science and Engineering Society (AISES)

The AISES Internship Program (<http://www.aises.org/>) is a 10-week summer program that provides opportunities to explore federal careers in select agencies. Applicants must be AISES members and maintain a minimum GPA of 3.0.

### Workforce Recruitment Program (WRP)

Coordinated by the Department of Labor's Office of Disability Employment Policy and the Department of Defense, the WRP (<http://www.dol.gov/odep/pubs/brochures/wrp1.html>) provides internship opportunities in federal agencies to college students with disabilities.

## FEDERAL INTERNSHIP DIRECTORY

This search engine allows you to search for internships by Major/Field of Interest, Federal Agency, Location, Year in School, Compensation, Hours per Week, Availability and Key Words: [www.makingthedifference.org/federalinternships/directory](http://www.makingthedifference.org/federalinternships/directory)

## WHITE HOUSE INTERNSHIP PROGRAM

[www.whitehouse.gov/government/wh-intern.html](http://www.whitehouse.gov/government/wh-intern.html)

The White House Internship provides an opportunity to experience day-to-day life at the White House while working on a variety of tasks and projects.

In addition to normal office duties, interns attend weekly lectures, volunteer at special events, participate in tours, and contribute to a community service project in the Washington, D.C. area. White House Internships are unpaid positions and participants are responsible for arranging their own transportation and housing. Approximately 100 interns are chosen each spring, summer, and fall to participate in this highly competitive program.

The application and descriptions are available on the website. Office descriptions can help you determine your areas of interest and assist you in making an informed decision about which offices might fit your qualifications. Interns will be selected based on their application and demonstrated interest in public service.

Applicants must be:

- At least 18 years of age on or before the first day of the internship
- Enrolled in an undergraduate or graduate program at a college or university, or graduated the previous semester
- A United States citizen

Submit completed application materials on or before the following deadlines:

Meghan Espinoza

Intern Coordinator in the office of White House Personnel  
[intern\\_application@whitehouse.gov](mailto:intern_application@whitehouse.gov)  
202.456.5979

### Summer 2008 Internship

May 20 - August 15, 2008

Application Deadline: February 26, 2008

### Fall 2008 Internship

August 26 - December 12, 2008

Application Deadline: June 3, 2008

Upon acceptance, candidates must consent to a security investigation prior to their start date and a random drug test. All security measures are confidential and intended to protect the applicant as well as the Executive Office of The President.

## SUPREME COURT INTERNSHIP PROGRAM

<http://www.supremecourtus.gov/jobs/jip/jip.html>

Please address all application materials and further inquiries to:

Supreme Court Fellow  
Office of the Administrative Assistant to the Chief Justice  
Supreme Court of the United States, Room 5  
Washington, D. C. 20543  
202.479.3415

Deadlines:

FALL (September-December): June 10

SPRING (January-May): October 20

SUMMER (June-August): March 10

### **CURATORIAL INTERNSHIP**

For further information please contact:

Office of the Curator  
Supreme Court of the United States  
Washington, DC 20543  
202.479.3298

### **SUMMER INTERNSHIPS**

The Supreme Court also offers internships in various offices during the summer. For more information please contact:

Supreme Court of the United States  
1 First Street, NE  
Personnel Office, Room 3  
Washington, D. C. 20543  
202.479.3404

### **ALABAMA DC OPPORTUNITIES**

Senator Jeff Sessions: February 1, 2008  
Senator Richard Shelby: February 15, 2008  
Congressman Jo Bonner: February 15, 2008  
Congressman Terry Everett: February 15, 2008  
Congressman Mike Rogers: March 31, 2008  
Congressman Robert B. Aderholt: March 1, 2008  
Congressman Robert E. "Bud" Cramer: n/a  
Congressman Spencer Bachus: February 29, 2008  
Congressman Artur Davis: February 29, 2008

### **STUDENTJOBS.GOV TIPS**

Ready to land the internship or job that's right for you? **StudentJobs.gov** allows you to search for thousands of opportunities in the federal government, create and post your resume, have internships and jobs e-mailed to you as they become available, and apply directly online. In addition, you'll find information and advice to find the opportunity that's right for you.

Click on the "Search Jobs" button on the StudentJobs homepage and you'll be taken to the central job search screen. Here, you can sort and search through federal jobs by geographic location, by job category, by pay grade or salary, or by entering a key word that you think might be found in a job you're interested in. You'll see each of these categories appear as you scroll down the page.

The **Key Word Search** can help you narrow your search to only those positions that fit your expertise and experience. If you're looking for a job with a specific title (for example, engineer or "electrical engineer"), you can type that title into this box and the search will only show you jobs that match your description.

Using the **Location Search** is fairly simple. If you'd only like to see jobs that are open in a specific place, scroll down through the list of locations and highlight the one that you're most interested in.

The **Occupational Series Search** is also a useful way to tailor the listings you see to your personal skills and interests. To use this tool, scroll through the list and select the description(s) that best match the area or field that you're interested in.

You'll see a section towards the bottom of the search page labeled **Applicant Eligibility**. Read the question it asks carefully—if you can truthfully answer "yes," you should be sure to do so, as that can broaden the range of federal jobs available to you. If you're not sure whether or not you can answer "yes," or are not sure what some of the terms mean, leave the "no" option selected.

Once you've set up the search just the way you want it, click "Search for Jobs" at the bottom of the page. (You are able to sort the results by keyword or date as well as have the option between a brief or detailed description).

If you've set up your search broadly enough, you should now see a number of federal job descriptions displayed on your screen. You can click on any of them that you think might be interesting to read more about them. If you find a job that you're really interested in, be sure to read the job description carefully to make sure that you're eligible to apply and to learn how to begin the application process.

Consider joining **MyStudentJobs** (the link at the top of the page.) This helpful free tool lets you **post your resume online** where prospective employers can see it, apply for jobs online, and will send you automated job notice updates each week.

Use the "Create a resume" button on the homepage to help you build a resume that will catch the eye of federal agencies. Note that to use this feature, you'll have to create an account.

**Resources:** <http://www.makingthedifference.org/federalinternships/> and other sited websites on January 25, 2008.

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