



# Federal Internship Search

AUBURN UNIVERSITY CAREER CENTER

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## AUBURN ON THE HILL - [auburn.edu/washington](http://auburn.edu/washington)

**Auburn on the Hill** is designed to inform Auburn students about congressional internships in Washington, DC and assist interested students with their search and application process.

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### HOW TO FIND / APPLY

Internships and other student work opportunities are a best-kept secret when it comes to getting a leg up on landing a full-time, federal government job upon graduation.

As with any type of job, the best way to find out if the federal government is for you is to try it out. Likewise, an 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 following websites will prove helpful in helping you find and understand opportunities:

- **Making the Difference:** [makingthedifference.org](http://makingthedifference.org)
- **Where the Jobs Are:** [wherethejobsare.org](http://wherethejobsare.org)
- **Best Places to Work:** [bestplacestowork.org](http://bestplacestowork.org)
- **Others:** [usa.gov](http://usa.gov), [students.gov](http://students.gov), [usajobs.gov](http://usajobs.gov) and [studentjobs.gov](http://studentjobs.gov)

Unlike with full-time job openings, federal agencies aren't required to post their internships. Agencies sometimes only publicize internships on their own websites. You can find a complete list of agencies on [usajobs.gov](http://usajobs.gov). 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.

### 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)** [opm.gov/employ/students/intro.asp](http://opm.gov/employ/students/intro.asp)

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](http://usajobs.gov).

#### **Student Career Experience Program (SCEP)** [opm.gov/employ/students/intro.asp](http://opm.gov/employ/students/intro.asp)

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.

**Presidential Management Fellows Program (PMF)**  
[pmf.opm.gov](http://pmf.opm.gov)

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

**Department of State:**  
[careers.state.gov/students/programs.html](http://careers.state.gov/students/programs.html)

**Department of Health and Human Services:**  
[hhs.gov/careers/pmi.html](http://hhs.gov/careers/pmi.html)

**U.S. Agency for International Development:**  
[usaid.gov/careers/](http://usaid.gov/careers/)

**Department of Defense:**  
[defenselink.mil/sites/c.html#civjobs](http://defenselink.mil/sites/c.html#civjobs)

**Department of Commerce:**  
[commerce.gov/jobs.html](http://commerce.gov/jobs.html)

**Department of Homeland Security:**  
[dhs.gov/xabout/careers/content\\_multi\\_image\\_0011.shtm](http://dhs.gov/xabout/careers/content_multi_image_0011.shtm)

**FEDERAL INTERNSHIP PROGRAMS**

**Washington Center for Internships & Academic Affairs**

The Washington Center ([twc.edu](http://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.

**Hispanic Association of Colleges & Universities' National Internship Program (HNIP)**

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

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

NAFEO ([nafeo.org](http://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 ([american.edu/wins](http://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 ([washingtonsemester.com](http://washingtonsemester.com)) offers 13 distinct programs that combine internships (frequently with federal agencies) with seminars and a research project.

**Washington Internship Institute**

The Washington Internship Institute ([wiidc.org](http://wiidc.org)) places students in internships in the private, public and nonprofit sectors while providing weekly academic seminars that reflect on their experiences, set goals and explore discipline-based topics.

**American Indian Science & Engineering Society (AISES)**

The AISES Internship Program ([aises.org](http://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 ([dol.gov/odep/pubs/brochures/wrp1.html](http://dol.gov/odep/pubs/brochures/wrp1.html)) provides internship opportunities in federal agencies to college students with disabilities.

**FEDERAL INTERNSHIP DIRECTORY**

**[makingthedifference.org/federalinternships/directory](http://makingthedifference.org/federalinternships/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.

## WHITE HOUSE INTERNSHIP PROGRAM

[whitehouse.gov/internships](http://whitehouse.gov/internships)

This select group of young men and women from across the country dedicate their time, talents, energy, and service to better the White House, the community, and the nation. These committed citizens become a part of the White House team. The assignments given to an intern on any given day could include conducting research, managing incoming inquiries, attending meetings, and writing memos.

While the interns' individual responsibilities and tasks vary, they are united through weekly events and, most importantly, through service. Interns participate in a long-term service project to help the surrounding community. This is a great opportunity to promote leadership and a way to learn about their fellow intern class. Each week, interns come together for a speaker series with senior staff members and participate in off-site field trips around D.C. In addition, during the summer a few interns are chosen as mentors for the D.C. Scholars ([whitehouse.gov/about/internships/dcscholars](http://whitehouse.gov/about/internships/dcscholars)).

### Applicants must be:

- United States citizens
- At least 18-years-old on or before first day of internship
- Currently enrolled in undergraduate or graduate program at a college, community college or university OR
- Graduated in the past two years from undergraduate or graduate program at a college, community college or university OR
- A veteran of the United States Armed Forces who possesses a high school diploma or its equivalent and has served on active duty at any time over the past two years

**Deadlines:** Spring 2012 application available from May 9 - September 11, 2011.

## SUPREME COURT INTERNSHIP PROGRAM

### Judicial Internship Program

[www.supremecourt.gov/jobs/jip/jip.aspx](http://www.supremecourt.gov/jobs/jip/jip.aspx)

The Judicial Internship Program at the Supreme Court offers advanced undergraduates and graduating seniors who have interests in law, management, and social sciences a unique opportunity to gain exposure to the field of judicial administration through work in the Office of the Counselor to the Chief Justice.

### Deadlines:

- FALL (September-December): June 10
- SPRING (January-May): October 20
- SUMMER (June-August): March 10

## Curatorial Internship

[www.supremecourt.gov/jobs/jobs.aspx](http://www.supremecourt.gov/jobs/jobs.aspx)

Interns gain a substantial working knowledge of the role and functions of the Supreme Court, its history, and the architecture of the building. Additionally, all interns conduct tours, assist visitors and are assigned to work with a staff member on curatorial projects, such as cataloguing photographs and objects, assisting with the management of visitor programs, caring for historic objects, organizing manuscript collections, and conducting research.

### Deadlines:

- Summer Session: March 15th
- Winter 3-5 Week Session: October 10th
- Fall Semester/Quarter: July 10th
- Spring Semester/Quarter: October 10th

## STUDENTJOBS.GOV TIPS

Ready to land the internship or job that's right for you? The student section on [USAJobs.gov](http://USAJobs.gov) allows you to search for thousands of opportunities in the federal government, learn about different student programs and entry-level positions, create and post your resume and apply directly online.

Note that you can sort and search through federal jobs by geographic location, job category, 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.

**Key Word Search** helps 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 like "electrical engineer", you can type that into this box and the search will only show you jobs that match your description.

**Location Search** lets you see jobs open in a specific place, scroll through the list of locations and highlight the one that you're most interested in.

**Student Job Type Search** allows you to see listings that seek your personal skills and interests. To use this tool, scroll through the list and select the student program that best fits the type of experience you are looking for; or simply leave "All Student Jobs" selected to turn up all available student vacancies.

If you find a job that you're really interested in, read the job description carefully to make sure that you're eligible to apply and to learn how to begin the application process.

The Student Jobs page also provides resources on federal jobs by college major, government-wide hiring student programs and additional opportunities for students and recent graduates.

**Resources:** <http://makingthedifference.org/federalinternships/>

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