Federal Internships: Finding and Applying for Summer 2010
Part One

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Amanda Davis

January 27, 2010
Agenda

- About the Partnership for Public Service
- Understanding Your Options
- Finding Your Fit
- Searching for Internship Opportunities
- Summer 2010 Internships
The Partnership for Public Service

The Partnership works to revitalize our federal government by **inspiring** a new generation to serve and by **transforming** the way government works.
Understanding Your Options
Federal Agencies

15 Cabinet Level Departments including:
- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health & Human Services
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of the Interior
- Department of Justice
- Department of State
- Department of Transportation
- Department of Treasury
- Department of Veterans Affairs

Numerous Federal Subcomponents including:
- National Park Service
- Federal Highway Administration
- Patent and Trademark Office
- Bureau of Labor Statistics

90 Additional Independent Federal Organizations including:
- Central Intelligence Agency (CIA)
- Federal Communications Commission (FCC)
- National Aeronautical and Space Agency (NASA)
- National Regulatory Commission (NRC)
- National Science Foundation (NSF)
- Peace Corps
- Social Security Administration (SSA)
- U.S. Postal Service
Federal Jobs Are Everywhere

Only 16% of federal jobs are in Washington, D.C.

Plus 50,000 employees work overseas.

PARNSHIP FOR PUBLIC SERVICE
Any Major Can Find a Federal Fit

<table>
<thead>
<tr>
<th>Occupation</th>
<th># Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical and Public Health</td>
<td>12,847</td>
</tr>
<tr>
<td>Legal (e.g.: paralegal or attorney)</td>
<td>11,557</td>
</tr>
<tr>
<td>Investigation (e.g.: border patrol agent)</td>
<td>11,119</td>
</tr>
<tr>
<td>Business and Accounting</td>
<td>10,704</td>
</tr>
<tr>
<td>Natural Resources and Biology</td>
<td>7,053</td>
</tr>
<tr>
<td>Social Science, Social Work and Psychology</td>
<td>4,138</td>
</tr>
<tr>
<td>Engineering and Architecture</td>
<td>3,213</td>
</tr>
<tr>
<td>Education</td>
<td>1,424</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,289</td>
</tr>
</tbody>
</table>
Federal Student Programs

★ Benefits of Federal Student Programs
  • Great way to get your foot in the door
  • Learn more about government service
  • More expedited application process

★ Types of Federal Student Programs
  • Student Temporary Employment Program
  • Student Career Experience Program

★ Other Student Opportunities
  • Traditional Internships
  • Student Volunteers
  • Third-party Internship Providers
Student Temporary Employment Program (STEP)

Description
• Traditional internship
• Great program for a summer or short-term experience
• Typically paid
• Length of the experience is set by the agency
• Not required to be posted on USAJOBS.gov

Eligibility
• Any student enrolled in an accredited degree granting institution
Student Career Experience Program (SCEP)

Description

• Related to what they are studying
• Typically paid
• Students work at least 640 hours (or less depending on academic achievement or prior experience)
• After experience, students are eligible to be hired into an agency non-competitively
• Not required to be posted on USAJOBS.gov

Eligibility

• A student is enrolled in an accredited degree granting institution
• An agency must form an agreement with the institution the student is attending
Other Student Opportunities

★ Traditional Internships
★ Student Volunteers
★ Third-party internship providers
  • School-based “in Washington” programs
  • The Washington Center
  • Washington Semester (American University)
  • Hispanic Association of Colleges and Universities (HACU)
  • National Association for Equal Opportunity in Higher Education (NAFEO)
  • Washington Internships for Native Students (WINS)
Finding Your Fit
Finding Your Fit: USA.gov

★ Government’s official Web portal
★ Information on jobs and education
★ A-Z Agency Index
Federal Jobs by College Major

To help you choose the right career field, we have prepared the following table that groups Federal jobs that are often filled by college graduates with appropriate academic majors. As you study the table, please keep these facts in mind: (1) The jobs listed under each major are usually examples, not an all-inclusive list. (2) Many jobs do not require a college degree; job-related experience is just as good. And (3), you can qualify for a large number of administrative jobs with a degree in any academic major. To illustrate this third point, we are listing off the table with a list of some of the most popular jobs for which any major is qualifying.

<table>
<thead>
<tr>
<th>ANY MAJOR</th>
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<tbody>
<tr>
<td>Environmental Protection</td>
</tr>
<tr>
<td>Civil Rights Analyst</td>
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<tr>
<td>Personnel occupants</td>
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<tr>
<td>Administrative Officer</td>
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<tr>
<td>Management Analyst</td>
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<tr>
<td>Logistics Management</td>
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<tr>
<td>Paralegal Specialist</td>
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<tr>
<td>Contract Representative</td>
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<tr>
<td>Claims Examiner</td>
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<tr>
<td>Public Affairs</td>
</tr>
<tr>
<td>Writing and Editing</td>
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<tr>
<td>Internal Revenue Officer</td>
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<tr>
<td>Contract Administration</td>
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<tr>
<td>General Investigator</td>
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<tr>
<td>Air Traffic Controller</td>
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<tr>
<td>Supply Management</td>
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</tbody>
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<table>
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<tr>
<th>ACCOUNTING</th>
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<tr>
<td>Accountants</td>
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<tr>
<td>Auditors</td>
</tr>
<tr>
<td>Contract Specialists</td>
</tr>
<tr>
<td>Financial Managers</td>
</tr>
<tr>
<td>Financial Administrators</td>
</tr>
<tr>
<td>Financial Institution Examiners</td>
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<tr>
<td>GAO Financial Auditors</td>
</tr>
<tr>
<td>Intelligence Specialists</td>
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<tr>
<td>Internal Revenue Agents</td>
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</tbody>
</table>

<table>
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<tr>
<th>AGRICULTURE</th>
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</thead>
<tbody>
<tr>
<td>Soil Conservationists</td>
</tr>
<tr>
<td>Agricultural Commodity Graders</td>
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<tr>
<td>Agricultural Engineers</td>
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<tr>
<td>Agricultural Mgmt, Spec.</td>
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<tr>
<td>Agricultural Program Spec.</td>
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<tr>
<td>Agricultural Market Reporters</td>
</tr>
<tr>
<td>Agricultural Marketing Spec.</td>
</tr>
<tr>
<td>Foreign Agriculture Affairs Specialists</td>
</tr>
<tr>
<td>Soil Scientists</td>
</tr>
</tbody>
</table>
Finding Your Fit: Making the Difference

Hot Jobs
- Physical Therapist
  Department of the Army
  Deadline: January 15, 2010
  Download PDF

- Foreign Service Engineering Officer
  Agency for International Development
  Deadline: November 24, 2010
  Download PDF

- Federal Career Intern Program: Budget Analyst
  Department of Homeland Security, Customs and Border Protection
  Deadline: December 3, 2010
  Download PDF

- Foreign Service Security Technical Specialist
  Department of State
  Deadline: December 11, 2010
  Download PDF

Cool Internships
- Computer Scientist (IT) Summer Intern
  Government Accountability Office
  Deadline: February 26, 2010
  Download PDF

- EIA 2010 Summer Internship Program
  Energy Information Administration, Department of Energy
  Deadline: February 26, 2010
  Download PDF

- 2010 Summer Honors Law Program
  Securities and Exchange Commission
  Deadline: March 15, 2010
  Download PDF

- Student Career Experience Program
  National Aeronautics and Space Administration
  Deadline: December 22, 2010
  Download PDF

- Public Service Fellows Program
  Partnership for Public Service
  Click for more information

- Search the Internship Directory

• Hot Jobs and Cool Internships
• Student programs
• 17 interest-specific career guides
• Agency profiles
• KSA writing and federal resumes
• Security clearances
• Student loan repayment

It's not just making a living, it's making the difference.
Agriculture and Forestry Jobs in the Federal Government

Individuals are employed in agriculture and forestry work in many fields, in a variety of locations, and as part of many agencies across the federal government.

**JOB PROFILES**

Here are examples of recent job openings in agriculture and forestry. Explore more and apply now at USAJOBS.

**Agronomist at the Agricultural Research Center**

- **Salary Range:** $28,349 - $36,856 per year
- **Duty Locations:** Throughout the nation
- **Summary:** The Agricultural Research Service employs U.S. citizens interested in evaluating forage plants for breeding programs.
- **Major Duties:** The agronomist’s duties include developing improved legume cultivars for dry rangelands and irrigated pastures; field planting and harvesting; caring for a greenhouse during winter months; and maintaining equipment and records.

**Forestry Technician at the National Park Service**

- **Salary Range:** $26,960.00 - $34,145.00 per year
- **Duty Locations:** Yellowstone National Park
- **Summary:** The National Park Service hires candidates who would to help preserve the nation’s natural and cultural resources. Jobs with the National Park Service often lead to life-long, fulfilling careers.
- **Major Duties:** The technician’s primary responsibilities are assisting with wildland fires by evaluating and predicting behavior, preparing and supervising prescribed fires and hazard fuel reduction projects. The technician is often required to travel to and camp in isolated areas. Duties often include doing physical activities.

Other Academic Quick Guides include:

- Art and Design
- Biological Sciences
- Business
- Communications
- Foreign Language
- International Relations
- Medical and Public Health
Finding Your Fit: *Where the Jobs Are*

- 35 federal agencies, 99% federal workforce
- 273,000 projected mission-critical hires
- Web site: wherethejobsare.org
Finding Your Fit: *Best Places to Work*

- Provides overall rankings for agencies and subcomponents
- Also ranks agencies based on Best in Class scores in areas including Teamwork, Effective Leadership, Support for Diversity and Pay and Benefits
Searching for Internships
Searching for Internships

- USAJOBS.gov
- Agency Web sites
- Google Search
- Personal Contacts
Using USAJOBS.gov
SCEP Student Trainee (Soil Conservation, Range Management, Forestry, Engineering)

- Department of Agriculture
- Undergraduate Students
- Paid Internships
- Deadline: March 31, 2010
- Locations: Throughout Idaho
- Job Announcement #: NRCS-ID-10-SCEP
Using Agency Web Sites

From Toledo, Spain: Secretary Napolitano Begins her International Trip

Toledo, Spain - Secretary Napolitano is in Europe for two days to discuss aviation security with international partners—a critically important issue given the attempted attack on Dec. 25—and the Secretary has a packed schedule of meetings, events, interviews and bilateral discussions. This was the first in a series of top-level meetings that the Secretary expects to hold with her counterparts around the world as she works to build toward more concrete international coordination on aviation security.
Using Agency Web Sites

★ Federal Law Enforcement Training Center College Intern Program

- Department of Homeland Security
- Undergraduate and Graduate Students
- Paid Internship
- Deadline: February 5, 2010
- Locations: Across the country
- Web site: http://www.fletc.gov/student-information/college-intern-program
Google Search

★ Ideas for Google Searches

• Student Temporary Employment
• Student Career Experience
• Federal Internships
• Federal Career Fairs
Intelligence Community Virtual Career Fair

- Tuesday, March 16, 2010
- 10:00 a.m. - 8:00 p.m. ET
- Location: Your computer!
- Web site: http://www.icvirtualfair.com/
Using Your Personal Contacts

Family

Friends

Professors

Alumni
Summer 2010 Internships

★ STEP Office Automation Clerk

- Department of Health and Human Services
- Undergraduate Students
- Paid Internship
- Location: Rockville, MD
- Deadline: February 12, 2010
- Job Announcement #: IHS-09-030
Summer 2010 Internships

Summer Honors College Program

- Securities and Exchange Commission
- Undergraduate Students
- Paid Internship
- Locations: Washington, D.C. and regional offices
- Deadline: March 15, 2010
- Job Announcement #: SHCP 307406-MS
Summer 2010 Internships

★ Computer Scientist (IT Analyst) Summer Intern

- Government Accountability Office
- Undergraduate Students
- Paid Internship
- Locations: Atlanta, Dallas and Washington, D.C.
- Deadline: February 26, 2010
- Job Announcement #: GAO-10-IT-1599-07

Job Title: Computer Scientist (IT Analyst) Summer Intern
Agency: Government Accountability Office
Sub Agency: U.S. Government Accountability Office
Job Announcement Number: GAO-10-IT-1599-07

SALES RANGE: 29,348.00 - 50,456.00 USD/year
OPEN PERIOD: Monday, January 04, 2010 to Friday, February 26, 2010
SERIES & GRADE: GS-1599-04/04
POSITION INFORMATION: Full-Time Temporary
PROMOTION POTENTIAL: NA
DUTY LOCATIONS: many vacancies - Throughout the Nation
WHO MAY BE CONSIDERED: This vacancy is open to all U.S. Citizens, including status applicants (current and former Federal government employees who meet certain conditions). Click the following link for more information about status applicants: http://www.usajobs.gov/apply/st students/statusapplicants.do

JOB SUMMARY: As a Information Technology (IT) 2010 summer intern, you will learn how to conduct federal audits and program evaluations and apply that knowledge as part of a team. You will be tasked with assisting IT analysts in evaluating the Federal government’s more than $700 billion dollar annual investment in information systems. Key issues include information technology (IT) capital planning and investment control; enterprise architecture development and implementation; information assurance and computer security; systems/software acquisition, operations, and maintenance; network management; telecommunications management; and privacy. You will assist IT analysts in planning and conducting in-depth reviews of executive and legislative branch programs. You will collect appropriate data, analyze the data, develop data-based findings and conclusions, and present the information both orally and in writing to diverse audiences. Successful interns who have completed a minimum of 400 hours may have an opportunity for a permanent position with us. With offices in Washington, D.C. and across the country, we offer exciting opportunities to interact with public officials at all levels of government, as well as with private entities that manage or receive federal funding.
Summer 2010 Internships

★ Student Trainee (Contracting)

- Department of the Air Force
- Undergraduate and Graduate Students
- Paid Internship
- Locations: Cocoa and Cape Canaveral, FL
- Deadline: February 10, 2010
- Job Announcement #: PAFB-10-01-1199

Air Force Space Command

Job Title: Student Trainee (Contracting)
Department: Department Of The Air Force
Agency: Air Force Space Command
Job Announcement Number: PAFB-10-01-1199

Salary Range: 27,990.00 - 27,990.00 USD/year
Open Period: Tuesday, January 19, 2010 to Wednesday, February 10, 2010
Series & Grade: 02-1199-04/04

Position Information:
- Work schedules are flexible and may be full time or part time.

Duty Locations:
- 1 vacancy - Cocoa & Cape Canaveral, FL

Who May Be Considered:
- Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Job Summary:
The Student Career Experience Program (SCEP) offers valuable work experience directly related to the students' academic field of study. The program provides the student with progressive experience by integrating classroom theory with practical on-the-job experience. The agency may provide non-competitive conversion opportunity to a term or permanent appointment to those who successfully complete all required training and education requirements of the program.

Duties

Additional Duty Location Info:
- 1 vacancy - Cocoa & Cape Canaveral, FL
Summer 2010 Internships

★ International Trade Assistant

• Foreign Agricultural Service
• Undergraduate and Graduate Students
• Paid Internship
• Location: Washington, D.C.
• Deadline: February 15, 2010
• Job Announcement #: UF297407NLS
Summer 2010 Internships

Critical Languages Research Analyst Program

- Intelligence Community
- Undergraduate and Graduate Students
- Paid Internship
- Location: Washington, D.C.
- Deadline: February 19, 2010
Summer 2010 Internships

- **EIA 2010 Summer Internship Program**
  - Energy Information Administration
  - Undergraduate and Graduate Students
  - Paid Internship
  - Location: Washington, D.C.
  - Deadline: February 26, 2010
  - Web site: [www.eia.doe.gov/eiajobs/eiajobs_intern.html](http://www.eia.doe.gov/eiajobs/eiajobs_intern.html)

For additional information on internship opportunities at EIA, please contact our Recruitment Team at casevac@eia.doe.gov.
Summer 2010 Internships

★ National Air and Space Museum Summer Internship Program

- Smithsonian
- Undergraduate and Graduate Students
- Paid Internship
- Location: Washington, D.C.
- Deadline: February 15, 2010
- Web site: www.nasm.si.edu/getinvolved/intern/index.cfm
Summer 2010 Internships

2010 Summer Transportation Internship

- Department of Transportation
- Graduate and Law Students
- Paid Internship
- Locations: Washington, D.C. or other field location
- Deadline: February 5, 2010
- Web site: www.fhwa.dot.gov/education/stipdg.htm
Summer 2010 Internships

★ Summer Law Clerk and Intern Program

• Environmental Protection Agency
• Law Students
• Paid and Unpaid Internships
• Location: Washington, D.C.
• Deadline: February 20, 2010
• Web site: http://www.epa.gov/ohr/student/summeroeca.htm
Summer 2010 Internships

★ New York Summer Honors Law Program

- Securities and Exchange Commission
- Law Students
- Paid Internship
- Location: New York City, NY
- Deadline: February 15, 2010
- Job Announcement #: 2L-New York-308585-MS

USAJOBS
WORKING FOR AMERICA

Securities And Exchange Commission

Job Title: New York Summer Honors Law Program-2L
Agency: Securities & Exchange Commission
Job Announcement Number: 2L-New York-308585-MS

Salaries Range: 57,736.00 - 83,120.00 USD/year
Open Period: Tuesday, January 12, 2010 to Monday, February 15, 2010
Series & Grade: 05-0089-00
Position Information: Full Time/Student Temporary Experience
Duty Locations: 2 vacancies - New York City, NY
Who May Be Considered: United States Citizens

Job Summary:
The SEC’s mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. The agency seeks high-caliber individuals who share the same values of integrity, fairness, accountability, resourcefulness, teamwork, and commitment to excellence.

The SEC’s Summer Honors Program gives law and JD/MBA students the opportunity to become acquainted with the regulation of the securities markets and the activities of the Commission.

Listed below are the Divisions and Offices that typically hire 2L Summer Honors Law Program interns. This list is subject to change. Each Division/Office has its own hiring committee that reviews candidates. We recognize that students may have an interest in multiple Divisions/Offices.

- New York Regional Office

See http://www.sec.gov/divisions.shtml for more information about the work of these Divisions and Offices. See http://www.sec.gov/jobs/jobs_students.shtml for additional information about the Summer Honors Law Program. Please read all the instructions carefully. Failure to follow the instructions may result in being disqualified for this position.
Next Steps

★ Federal Internships: Finding and Applying for Summer 2010 (Part Two)

• Learn how to apply for a federal position
• Use USAJOBS.gov
• Analyze job vacancy announcements
• Build your federal resume
• Improve your KSA writing
Questions?

★ Contact us at calltoserve@ourpublicservice.org