

<b>Job Title</b>	Student Interns
<b>Employer/ Agency</b>	US Department of Health and Human Services – Office of Budget
<b>Job Description</b>	<p>The Assistant Secretary for Financial Resources (ASFR) seeks student interns to work within the Office of Budget (OB) on public policy and budget issues for a variety of HHS programs. The OB plays a lead role in developing the HHS performance-based budget, interacting with the Office of Management and Budget (OMB) and Congressional Appropriations Committees, analyzing Congressional actions, and managing communication among stakeholders. The student internship is generally for 10-12 weeks. This internship may be in-person or virtual and may be negotiable at time of selection. If your internship is determined to be in-person, your duty station will be established as Washington, DC. If your internship is determined to be entirely virtual, your worksite must be within the United States. ASFR successfully hosted interns virtually in Summer 2020 and 2021. Start and end dates are negotiable. Applicants must be pursuing an undergraduate or graduate degree and must be returning to school in Fall 2022.</p> <ul style="list-style-type: none"> <li>• Student interns receive a comprehensive on-the-job experience by assisting staff with practical application of budget principles and processes. Interns gain exposure to HHS policy development and decision-making by preparing decision materials, attending meetings, and preparing briefings for high-ranking policy officials. Student interns will complete and present at least one long-term project by the end of the internship.</li> <li>• Project assignments may include, but are not limited to: budget formulation and analysis, research and policy analysis, performance management, entitlement program baseline comparisons, program integrity efforts, tracking congressional action, attendance at policy seminars, and review of legislation, regulations, and other policy guidance.</li> </ul>
<b>Qualifications</b>	<p>This student internship is an excellent fit for students with diverse backgrounds and experiences; strong communication, analytical, and time-management skills; and the ability to thrive in a fast-paced, high-pressure environment. Recent OB interns have been pursuing degrees in public policy, public health, sociology, or economics or pursuing a juris doctor.</p> <p>This is a Pathways internship. In recent years, ASFR has paid qualifying interns at the GS-05 or GS-07 rate. Interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of the program. To be eligible for conversion, Interns must:</p> <ul style="list-style-type: none"> <li>○ Be a U.S. Citizen upon conversion;</li> <li>○ Complete at least 640 hours of work experience acquired through the Internship Program (HHS may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance);</li> <li>○ Complete their degree or certificate requirements;</li> </ul>

	<ul style="list-style-type: none"> <li>○ Meet the qualification standards for the position to which the intern will be converted;</li> <li>○ Meet agency-specific requirements as specified in the Participant's Agreement; and</li> <li>○ Perform their job successfully</li> </ul>
<b>Application Method</b>	<p><b>Interested applicants should apply through USAJobs at <a href="https://www.usajobs.gov/GetJob/ViewDetails/620959700">https://www.usajobs.gov/GetJob/ViewDetails/620959700</a>.</b> Along with your resume, please submit the following:</p> <ul style="list-style-type: none"> <li>• A cover letter;</li> <li>• A writing sample of up to five pages; and,</li> <li>• A copy of your transcripts (unofficial is acceptable at this time; however, official copies will be required prior to entrance on duty) or a list of coursework with hours completed provided from the institution AND a letter of acceptance OR current enrollment to an accredited college or university.</li> </ul> <p><b>Please indicate in your cover letter the branch or branches to which you are applying (described at link)</b></p>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.