



Summer Internships with Department of Defense



Have you ever thought about how you can serve your country?

The Department of Defense is looking for you! Summer Interns are wanted for experiential learning opportunities within the Office of Secretary of Defense, Washington Headquarters Services and other serviced organizations. Get a head start towards your future by exploring careers early. And see why a career in government could be a perfect fit for you.

The mission of the Department of Defense is to provide the military forces needed to deter war and protect the security of our country. You cannot get an experience like this anywhere else!

Job Title	Series and Grade	Annual Salary Range	Job Announcement Dates
Student Trainee (Foreign Affairs)	GS-0199-05/07/09	\$35,265-\$69,460 <i>(Approx. \$16.95-\$33.39 per hour)</i>	February 8-11
Student Trainee (Clerk)	GS-0399-03/04	\$28,078-\$40,977 <i>(Approx. \$13.49-\$19.70 per hour)</i>	February 16-19
Student Trainee (Human Resources)	GS-0299-04/05	\$31,521-\$45,844 <i>(Approx. \$15.15-22.04 per hour)</i>	February 22-25
Student Trainee (Operations Research)	GS-1599-04/05	\$31,521-\$45,844 <i>(Approx. \$15.15-22.04 per hour)</i>	February 29-March 3

POSITION INFORMATION: Full-time-Temporary. Interns will work for 10 weeks between dates May 23, 2016 and August 26, 2016.

LOCATION: Pentagon and surrounding areas in Arlington, Virginia

WHO MAY APPLY: Current Students who MUST:

Be a U.S. citizen;

Be at least 16 years of age at the time of appointment;

Be enrolled (or accepted for enrollment) in an accredited educational institution;

Be enrolled at least half-time as defined by your educational institution; and

Have at least a 2.0 grade point average (GPA) at the time of appointment and throughout the duration of the internship.

APPLICATIONS WILL BE ACCEPTED DURING THE DATES LISTED ABOVE

WHAT IS IT LIKE TO BE AN INTERN WITH THE DEPARTMENT OF DEFENSE?

How would you like to work for the largest federal agency?

The Department of Defense (DoD) is the nation's largest employer! There are over 1 million soldiers on active duty and over 700,000 civilians. It is also the nation's oldest agency, but just like the world it is always evolving!

As a Summer Intern, you will gain experience relative to your academic field of study and be exposed to potential career opportunities within the federal government.

Want to gain firsthand experience?

Not only will you get a head start towards your future by exploring careers early, this opportunity may be a chance to gain academic credit! As a Summer Intern, you will gain firsthand experience within the Office of Secretary of Defense. You will become familiar with the government work environment and perform a variety of tasks related to supporting the Department of Defense.

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Where do I work?

There are tons of departments within DoD that are relative to all different types of majors and fields of study. WHS will place you based on your qualifications, career interest, and academic field of study. Interns will work in the Pentagon in Arlington, Virginia, or in DoD office buildings in the surrounding commuting area in Arlington or Alexandria, Virginia.

Do I need a clearance?

Yes. If selected for an internship, you will need to submit additional background information that will start the clearance process. Only U.S. Citizens may be granted a security clearance. Interns may not begin work until after the security clearance has been granted.

What do I need to apply?

You need a current resume that includes your expected graduation date. Please include if your work experience was full-time or part-time. You also need a cover letter that identifies yourself as an applicant for the Pathways Summer Internship Program. Your cover letter must include your career interests and the timeframe and dates you will be able to intern. Lastly, you must submit your unofficial transcripts clearly showing your grades/GPA.

If you are a veteran and would like to claim preference, you will also need to submit the appropriate documentation. Please refer to the job announcement for more details.

How do I apply?

All applications must be submitted via USAJOBS: www.usajobs.gov

You must submit an application for each internship you would like to be considered. Conduct a search by Job Title and/or Washington Headquarters Services (WHS) to find the job announcement.

Job announcements will close once the number of applicants reaches 100. It is strongly urged to apply immediately when the announcement opens. Please read through each job announcement carefully; each will have different requirements and will explain what documents you should submit.

You may also view FAQs:

How to create an account with USAJOBS: https://help.usajobs.gov/index.php/Account_Access

How to apply: https://help.usajobs.gov/index.php/How_to_Apply

How to create your resume: https://help.usajobs.gov/index.php/How_to_create_your_resume

How do I find housing in Washington, DC?

Washington, DC hosts thousands of interns each summer. There are several reputable intern housing organizations offering temporary accommodations, or you may wish to contact one of the local universities to arrange for dorm housing. Additionally, each summer the Washington Post publishes a city guide specifically for DC Interns.