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Government wide student vacancy
information can be found of the OPM
web site: www.studentjobs.gov

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Research, Education,
and
Economics (REE)

Student Temporary
Employment Program
(STEP)

Student Information

What is STEP?

Student Temporary Employment Program is a Federal program that employs students in any occupation on a temporary basis during the school year and/or in the summer.

Program Requirements

- ❖ Must be at least 16 years of age.
- ❖ Work permit (if student is a minor and permit is required by State or local law.
- ❖ Salary/grades are based on education completed and/or experience.
- ❖ Must be enrolled (or accepted) in an accredited institution on at least a half-time schedule.
- ❖ There is no financial need, no income criteria, or written test.
- ❖ Appointments are normally not-to-exceed 1 year, but may be converted to additional appointments not-to-exceed 1 year.

- ❖ Appointments may be full time or part time (not to interfere with academic schedule) and may be made at any time during the year.
- ❖ Certain citizenship restrictions apply.

Federal Benefits for a STEP

- ❖ Earn sick leave.
- ❖ Earn annual leave (pro-rated).
- ❖ Health benefits (after 1 year, at student's expense).

Student's Responsibilities to the Program

- ❖ Responsible for submitting proof of enrollment and current transcripts to manager and HRD (each semester).
- ❖ Statement of Understanding must be signed by student.

STEP

What it Means to Me

- ❖ Provides full-part time employment on a temporary basis – usually not to exceed 1 year.
- ❖ Eligible for promotions after meeting qualifications and successful performance.
- ❖ May receive tuition assistance as long as course is related to position held.
- ❖ May work up to 32 hours per week part time schedule, can work full time during school breaks.