

**UNITED STATES DEPARTMENT OF EDUCATION**

OFFICE OF THE SECRETARY

**STUDENT VOLUNTEER PROGRAM FACT SHEET**

**POLICY**

It is the policy of the U.S. Department of Education (ED) to provide educationally related work assignments for student volunteers and interns. The assignments for these individuals are a means of acquainting students with the mission of ED and assisting them in formulating their future career plans. The Department's mission is "to ensure equal access to education and to promote educational excellence throughout the nation."

**CRITERIA FOR PARTICIPATION**

The Student Volunteer/Intern ---

- ◆ Must have permission of the institution at which he/she is enrolled to participate in the program.
- ◆ Must be enrolled not less than half time in a course of study related to the work to be performed.
- ◆ Must be currently attending a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution.
- ◆ Recognizes that the services performed will not be compensated by the agency.

Must be willing to sign a written document of agreement between ED and the student and his/her educational institution outlining the responsibilities of each.

**STUDENT ELIGIBILITY AND STATUS**

- ◆ Students must be at least 16 years of age.
- ◆ Students are not Federal employees, but their services may be creditable as experience under examination rating schedules.
- ◆ Students are covered under Government provisions for compensation for work injuries and relating to tort claims.

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- ◆ Students are neither covered by nor entitled to:
  - 1) annual or sick leave; 2) life or health insurance; 3) retirement benefits;
  - 4) compensation for travel; or 5) credit for service computation date.

### **APPLICATION PROCEDURES**

Student Volunteer appointments are not to exceed one year and the working hours are agreed upon by the student and the supervisor. The supervisor will provide the student with a copy of the Statement of Duties that will explain the duties to be performed.

In order to participate in this program, the student must complete the following documents:

- Cover letter describing the individual's interests including an explanation of what they might want to do in the Department of Education. This need not be a job in a specific education topic or area but one in management, finance, public affairs, technology services, policy analysis, evaluation, project or program management, external affairs, legislation and many others. The letter should also include approximate dates that the individual will be available for internship.
- Current Resume
- Signed Volunteer Agreement - all three sections should be completed.

These forms should be submitted to:

Ann Nawaz  
Office of the Deputy Secretary  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Room 7E230  
Washington, D.C. 20202

If you have questions, please call 202-401-5344.

Email: [Ann.Nawaz@ed.gov](mailto:Ann.Nawaz@ed.gov)