Student Career Experience Program (SCEP)

The success of CMS's large and vital programs depends on the ability of CMS staff. SCEP participants may be considered for employment under recruitment strategies aimed at filling student trainee positions targeting a variety of career fields. These include Health Insurance Specialists, Management Analysts, Economists, Budget Analysts, Accountants, Actuaries, Social Science Research Analysts and Computer Specialists. Opportunities in these career fields include clerical, technical, administrative, and professional occupations.

Program Purpose
The Student Career Experience Program is a planned and progressive, career-related student employment program. The purpose of the program is to provide students with the opportunity to gain appropriate experience commensurate to their academic curriculum and career goals. The SCEP program is designed to provide a source of well-trained employees for career entry into the Federal workforce.

Program Eligibility Requirements
− Be at least 16 years of age
− Be a bona fide student enrolled in a college/university SCEP program
− Be enrolled at least half-time
− Be able to meet minimum grade point average requirements established by the student's institution
− Be able to meet suitability, security and fitness requirements

General Information
Salary range is based on educational level and related experience. SCEP students are eligible for vacation, paid holidays, promotions and other benefits. They are eligible for conversion to career conditional or career status upon graduation. Students must be US citizens at the time of conversion.

How To Apply
Students must visit http://resume.cms.hhs.gov to submit an online application package. Once you enter the homepage, click on the "Login" link. You will be prompted to create an account and respond to a few identifying questions. ***Please note, it is imperative when responding to the question of "Preferred Position Type", you choose the "Intern" option.*** Please respond to all required questions in order to submit a completed package.

Under the "Attach resume/supporting documentation" section, **a student's application package MUST contain: 1**) a detailed resume (including name, address, telephone number, educational experience, major, expected graduation date, credit hours completed, work experience, salary and extra curricular activities), and **2)** an unofficial transcript. Once you are finished attaching your documents, click the "Submit or Update Resume" button.

For More Information
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