

Additional Information



North Carolina State Students

Please send your application packages to:

Susan Matney
Associate Director
NC State University
Cooperative Education Program
300 Clark Hall
Box 7110
Raleigh, NC 27695-7110
919.515.4423 or 919.515.2300



North Carolina Central University Students

Please contact:

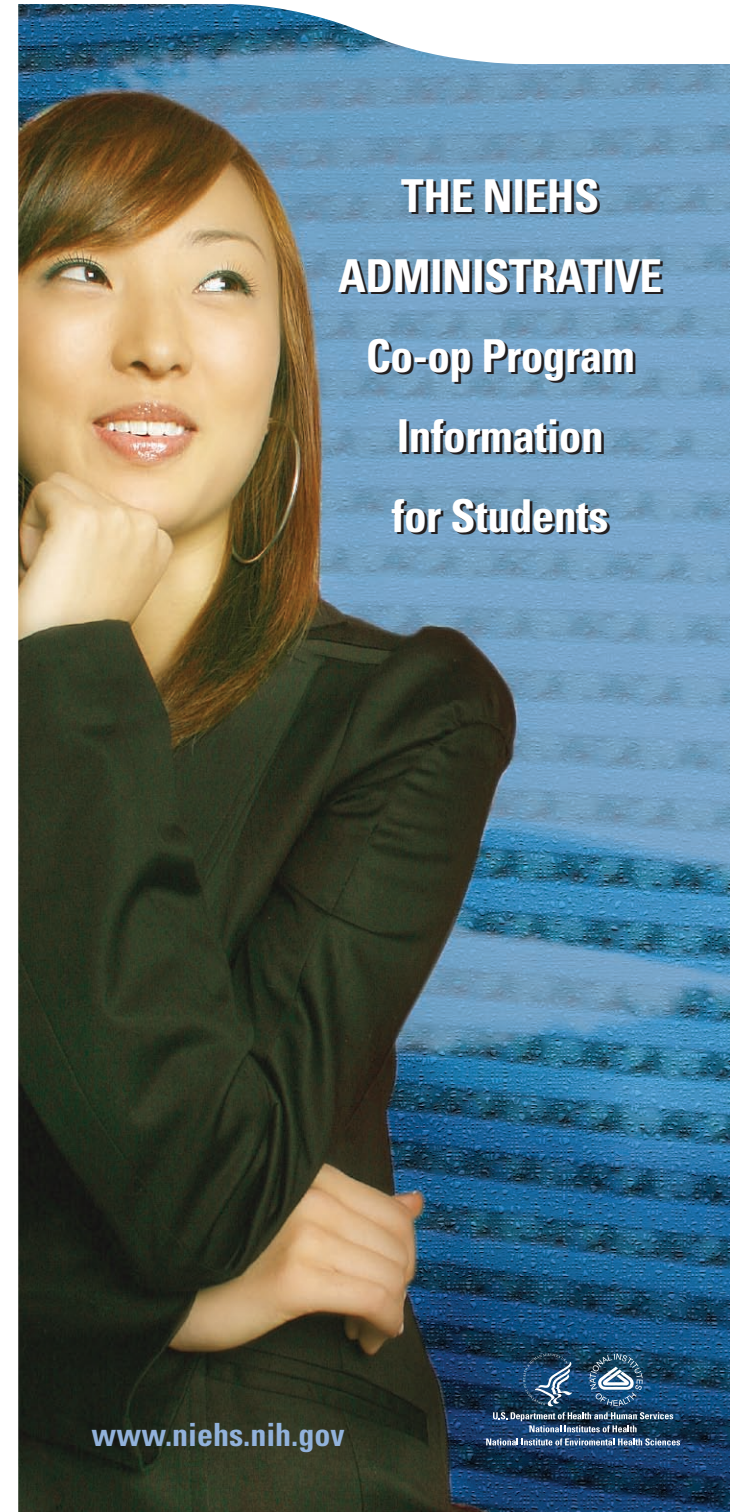
Ms. Tonya Winchester
Associate Director
University Career Services
NC Central University
William Jones Building, 23
1801 Fayetteville Street
Durham, NC 27707
919-530-6169

For more information please go to:
<http://www.niehs.nih.gov/acp/>



PO BOX 12233 • Research Triangle Park, NC 27709
Phone: 919. 541.1919 • www.niehs.nih.gov

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THE NIEHS ADMINISTRATIVE Co-op Program Information for Students

About The Program

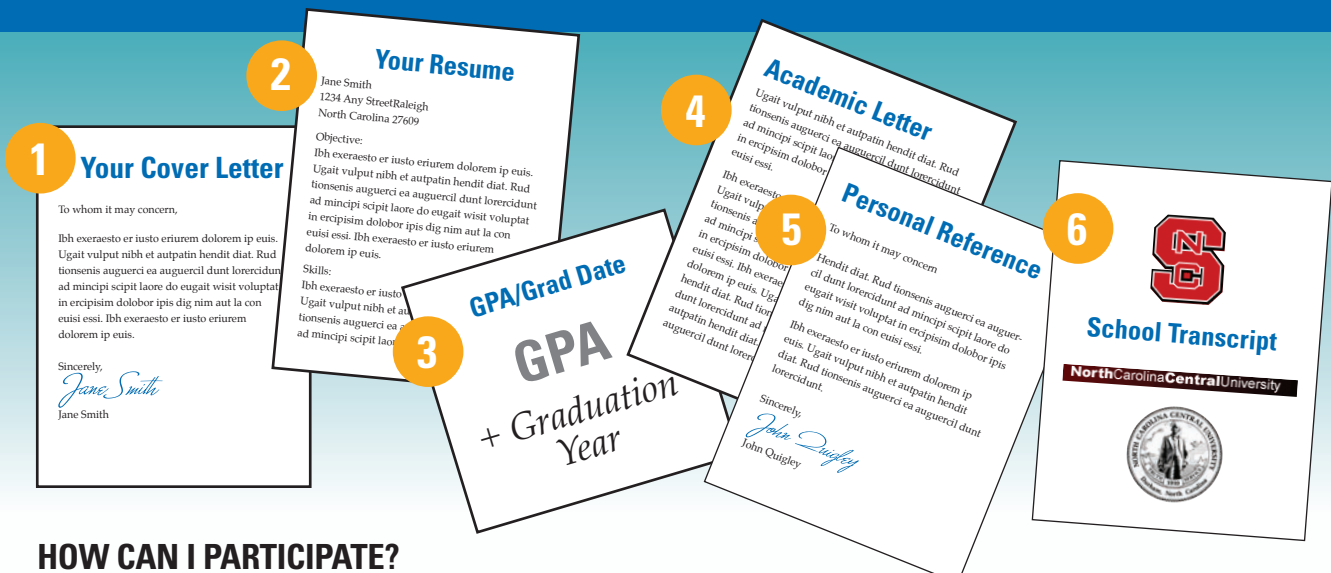
Introduction

The NIEHS Administrative Co-op Program is designed to attract college level students interested in pursuing a federal career in administrative management. This program is designed to combine meaningful on-the-job training with academic course work.

Co-op Highlights

- Work a full or part-time schedule*
- Be a candidate for leadership positions in general administration, budget, procurement, contracts, space management and human resources.
- The program creates opportunities for co-op students to move into a career with the Federal Government.

*Student must continue in good academic standing.



Eligibility

Eligible applicants are students from the Research Triangle Park, NC commuting area who are pursuing a bachelor’s degree from one of the local colleges or universities. Students must have completed their sophomore year with a major in a business or management field.

Co-op students can work a full or part-time schedule as long as they continue to be a student in good academic standing.

Salary is dependent on education and experience.

US Citizenship is required.

www.niehs.nih.gov



HOW CAN I PARTICIPATE?

Selection Process

This program is designed to develop future candidates for leadership positions in general administration, budget, procurement, contracts, space management and human resources.

The Administrative Co-op Committee is working with NCCU and NC State to gather a group of outstanding students interested in the Co-op Program. After reviewing the applications, the committee and supervisor will interview the candidates and make a selection.

Co-op Student Responsibilities

Upon selection to the program, co-op students will be expected to work with their supervisors to develop an Individual Development Plan (IDP).

Co-op students also will be expected to select a mentor who is outside their immediate

office. This will provide the co-op student with exposure to staff in other areas of NIEHS and the Office of Management.

After completion of the program the co-op student will be asked to complete a program evaluation.

The goal of this program is to create opportunities for co-op student to move into a career with the Federal Government.

Application Package

Applicants are required to submit the following:

1. A cover letter explaining why you want to participate in this program;
2. Resume;
3. GPA and anticipated graduation date;
4. An academic letter of reference;
5. A personal letter of reference; and
6. A current transcript with a school seal.