

## About Our Partner

HACU is a national association representing more than 350 colleges and universities committed to Hispanic higher



education success. It is the only national educational association that represents Hispanic Serving Institutions (HSIs)—nonprofit, accredited colleges and universities where Hispanic students constitute twenty-five percent or more of the enrollment. HACU's mission includes developing member institutions and improving access to post secondary educational opportunities for students. The HACU National Internship Program (HNIP) is designed to enhance awareness of Federal and private sector career opportunities among Hispanic students. Since 1992, HNIP has placed more than 4,600 undergraduate and graduate students in challenging internships with Federal agencies in Washington, DC and nationwide. In 2003, 613 students participated in the Program. By providing a comprehensive range of services to students, supervisors, and Federal agencies, HNIP has established a model program for both student development and community outreach.



*"A Partnership in Excellence"*

**Deputy Assistant Secretary for  
Human Resources and Chief  
Human Capital Officer**

UNITED STATES  
**DEPARTMENT OF  
THE TREASURY**

## **Hispanic Association of Colleges and Universities National Internship Program**

*"Diversity is the thread that holds us together. We are committed to enriching our environment and promoting a diverse workforce to meet the needs of a constantly changing world."*

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## Opening Doors to Career and Leadership Opportunities

The Department is committed to increasing the representation of minorities, including Hispanics, in the workforce. To that end, the Department's Hispanic Association of Colleges and Universities (HACU) National Internship Program is designed to:

- Provide students a quality professional development experience that will enable them to make more educated career choices
- Expose students to career opportunities in Treasury
- Supplement academic study with practical applications related to Treasury missions
- Extend and strengthen the relationship between Treasury bureaus and HACU member institutions
- Create a pool of talented students to explore and understand professional practices with Treasury through exposure to the Treasury environment
- Create a pool of potential future employees who have had positive, meaningful work experiences with the Department, and consider Treasury the employer of choice

## Making It Happen

### Treasury Offices and Bureaus:

- Identify internship opportunities
- Specify preferred education, skills, and other student credentials
- Make final intern selections
- Provide supervision, mentoring, and evaluation

### HACU:

- Receives, screens, processes and matches student applications with internship assignments
- Refers applications to requesting bureau
- Notifies students selected
- Coordinates intern performance evaluations
- Coordinates local events for interns

### Students must:

- Have a minimum 3.0 Grade Point Average
- Be enrolled in a HACU member institution degree program, as an undergraduate or graduate student
- Have completed at least the freshman year of college before the internship begins
- Be a United States citizen or permanent resident
- Satisfy necessary security requirements as requested by hiring bureau

*“Opening doors of opportunity”*

*“Abriendo puertas de oportunidad”*



*Financial Management Service HACU interns participate in the October 8, 2003 MOU signing ceremony between Treasury Secretary John W. Snow and HACU President Antonio R. Flores.*

## Options for Hiring Interns

**HACU Employees.** Students work at Treasury but remain employed by HACU. HACU will :

- Process all Federal and state tax forms, deduct and deposit all appropriate taxes and provide short-term accident insurance
- Process the intern's payroll and issue stipend checks by direct deposit biweekly

OR

**Federal Employees.** Interns hired as Federal employees may be appointed under the Student Temporary Employment Program (STEP) or Student Career Experience Program (SCEP). Students count against full-time equivalents (FTEs) on a prorated basis (approximately one-fifth of an FTE per intern). If appointed under the SCEP authority, the student may be non-competitively converted to a career-conditional appointment, provided all SCEP program requirements are met.

### Assignment Duration

- Spring Session (January-May) 15 Weeks
- Summer Session (June-August) 10 Weeks
- Fall (August-December) 15 Weeks