



## **2009 CMS Diversity Summer Internship Program**

Join the team that helps ensure health care security for millions of Americans. The Centers for Medicare and Medicaid Services (CMS) works in partnership with the entire health care community to improve quality and efficiency in an evolving health care system and provides leadership in the broader health care marketplace. Our effectiveness depends on the capabilities of a dedicated, professional staff who is committed to supporting these objectives. A career with CMS offers the opportunity to get involved on important national health care issues and be part of a dynamic, fast-paced, and highly visible organization.

CMS announces a 12-week Diversity Summer Internship Program for college and university students. CMS is the Federal agency that administers the Medicare, Medicaid, and State Children's Health Insurance Programs. The purpose of the Diversity Summer Internship Program is to enhance students' knowledge about CMS programs, mission, vision and goals. Additionally, the program seeks to familiarize participants about Federal, State, and local health care programs serving underserved and uninsured populations. This 12-week program is offered to college/university students of Asian descent, Native Hawaiian/Pacific Islander descent, and to students attending Hispanic Serving Institutions or of Hispanic descent, Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities (TCUs). The program, developed by CMS, is consistent with the goals and objectives for the Hispanic Agenda for Action, and the AAPI, HBCU, and TCU Initiatives.

### **Dates of Employment**

Students may begin the program as early as May 11, 2009. The date the student begins the program will determine when the 12-week appointment ends. All appointments must be completed by September 11, 2009.

### **Eligibility**

In order to qualify, students **MUST** meet one of the following requirements:

- a student of Asian descent
- a student of Native Hawaiian/Pacific Islander descent
- a student attending a Hispanic Serving Institution or of Hispanic descent
- a student attending a Historically Black College and University (HBCUs), or a Tribal College and University (TCUs)

Only applications from students who are U.S. citizens will be accepted for this program. All applicants must have a GPA of 3.0 and a minimum of 60 undergraduate credits as of May 15, 2009.

Students who should apply are majoring in areas related to the:

- Health Care field (e.g. healthcare administration, public health, etc.),
- Administration field (e.g. business administration, accounting, math, etc.),
- Information Technology field,
- Social Science field (e.g. psychology, social work, sociology, etc.),
- Policy field (e.g. public policy, political science, public administration, etc.), or

Applicants must be enrolled in a degree or certificate seeking program in an accredited college/university for the **upcoming Fall 2009 semester** (enrolled for at least 6 semester hours or equivalent).

### **Application Process**

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 “Diversity Sum Intern” option.* Please respond to all required questions in order to submit a completed package. Students are also strongly encouraged to complete the optional questions towards the bottom of the page in order for CMS to determine eligibility.

Under the “Attach resume/supporting documentation” section, **a student's application package MUST contain: 1)** a detailed resume (including date of birth, country of citizenship, and the date you will be available to begin the program), and **2)** an unofficial transcript. Students graduating in the Spring of 2009 must also submit an acceptance letter from a college for entrance in the Fall 2009 semester. Non-graduating students must be prepared to submit proof of enrollment for the Fall 2009 semester IF SELECTED. Therefore, all students’ packages must contain at least two attachments, and possibly more. Once you are finished attaching your documents, click the “Submit or Update Resume” button.

### **Deadline for Submitting Applications**

To be considered for the program, applications must be received by Friday, April 3, 2009.

### **Salary and Place of Employment**

The salary is approximately \$13-\$15 per hour for a 40-hour workweek, but will vary with different levels of education. This amount will also vary in some areas according to the locality pay for specific regions. Interns are responsible for their own living arrangements and transportation costs. Employment opportunities are available at CMS sites in Boston, Massachusetts; New York City, New York; Philadelphia, Pennsylvania; Atlanta, Georgia; Chicago, Illinois; Dallas, Texas; Kansas City, Missouri; Denver, Colorado; San Francisco, California; and Seattle, Washington. Employment site preference(s) should be indicated when responding to the identifying questions when submitting the application package. Selected students will be responsible for costs incurred should they relocate to participate in the program.

## **Process and Timeline**

Applications will be distributed to hiring managers on an on-going basis as they are received. The last distribution will occur during the week of April 6, 2009. Hiring managers will be contacting the students directly. Interviews may take place before the application deadline; but all interviews will be completed by April 24, 2009. Phone interviews are permissible by many managers if there is a geographical difference. All selections should be made by May 8, 2009; however, many selections will be made sooner.

Unfortunately, due to the large number of applications, CMS is unable to respond to all applicants who did not get selected. The CMS Careers website will be updated when all positions are filled.

## **CMS Contact**

If you have any questions about the summer program, please contact Marla Lazarus at [Marla.Lazarus@cms.hhs.gov](mailto:Marla.Lazarus@cms.hhs.gov) or at 410-786-7817. Thank you for your interest in the 2009 Diversity Summer Internship Program.