



2009 CMS Summer Intern 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 Summer Intern Program for current students. CMS is the Federal agency that administers the Medicare, Medicaid, and State Children's Health Insurance Programs. The purpose of the Summer Intern 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.

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 all of the following requirements:

- Be at least 16 years of age
- Be a bona fide student enrolled in a degree or certificate seeking program in an accredited high school, GED program, vocational school or college/university for the upcoming Fall 2009 semester (Enrolled for at least 6 semester hours or equivalent)
- Be able to meet minimum grade point average requirements established by the student's institution (2.00 overall GPA or higher)

Note: Eligible students may be seeking a high school diploma, undergraduate degree, graduate degree, or doctoral degree.

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.), or
- Policy field (e.g. public policy, political science, public administration, etc.).

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 “Summer Intern Prog” 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 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 will vary widely 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. The majority of the positions will be located at CMS headquarters in Baltimore, MD. However, there will be a limited amount of employment opportunities at CMS sites in Washington, DC; 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. Thank you for your interest in the 2009 Summer Intern Program.