Student Temporary Employment Program (STEP)

Program Purpose
The Student Temporary Employment Program is a short-term internship program designed to give students work experience. The student is **not** required to work in an area directly related to his or her major. Work assignments may be in clerical positions or entry-level analyst positions. They may last up to one year and be extended beyond that point.

Program Eligibility 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
− Be enrolled at least half-time, as defined by the school
− Be able to meet minimum grade point average requirements established by the student's institution

General Information
Salary range is based on educational level and related experience. Students are eligible for promotions. Students may work a full-time or part-time schedule.

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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