

## Student Volunteer Program

### Program Purpose

The Student Volunteer Program provides for a supervised, structured educational program that integrates classroom learning with productive work experience **in a field related to a student's academic or career goals.**

### Program Eligibility Requirements

To be eligible for the Student Volunteer Program, a student must be actively enrolled at least on a half-time basis in an accredited educational institution, and meet suitability, security, and fitness requirements for the volunteer position. Students may work a full-time or part-time schedule.

### Accepting Student Volunteer Service

- Involves a written agreement between CMS, the educational institution and the student
- Sons and daughters of HHS employees may apply
- A work performance evaluation will be completed on each volunteer upon completion of the work assignment
- Daily attendance logs will be used to maintain a student's record of attendance
- Students are not eligible for benefits, i.e., travel, subsistence expenses, monetary awards or any other compensation or payment in kind
- A Student Volunteer is not a Federal employee for any purpose other than injury compensation and laws related to the Tort Claims Act

### 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 “Volunteer” 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

Marla Lazarus  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard, MS-C2-13-13  
Baltimore, Maryland 21244-1850  
E-mail: [marla.lazarus@cms.hhs.gov](mailto:marla.lazarus@cms.hhs.gov)