

PURPOSE

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 committed to supporting these objectives. A career with CMS offers the opportunity to get involved in important national health care issues and be part of a dynamic, fast-paced, and highly visible organization.

CMS is proud to announce a 12-week Summer Intern Program for current students. 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.



Transforming the
Future of
America's Health
Care

DATES OF EMPLOYMENT

Students may begin the program as early as May 7, 2012. The date the student begins the program will determine when the 12-week appointment ends. All appointments must be completed by September 21, 2012.

CENTERS FOR MEDICARE & MEDICARE SERVICES

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 for at least 6 semester hours or equivalent) in a degree or certificate seeking program in an accredited high school, GED program, vocational school or college/university for the upcoming Fall 2012 semester
- Be able to meet minimum grade point average requirements established by the student's institution (2.00 overall GPA or higher)

CMS offers opportunities in the following fields; however, all majors are accepted:

- Health Care (e.g. health care administration, public health, social work, etc.)
- Administration (e.g. business, finance, accounting, math, etc.)
- Information Technology
- Policy (e.g. public policy, political science, public administration, law, etc.)

APPLICATION PROCESS

There is no formal application for this program; however, a student's package **MUST** contain the following documents:

1. A detailed resume, including the following information,
 - a. Date of Birth
 - b. Country of citizenship
 - c. Graduation date
 - d. Detailed work history, if applicable, including start/end dates (month and year) and number of hours per week
 - e. Date available to start internship
 - f. Geographical Preference
2. An unofficial transcript,
3. Veterans' Preference documentation, DD-214, if applicable. Students seeking preference for veteran status **MUST** submit a DD-214 in order to be considered as a veteran.

The requested materials must be emailed as attachments to Marla Lazarus at CMSRecruitment@cms.hhs.gov with a subject line of "Summer Intern Program." Failure to submit the documentation above may result in a not qualified rating of your application.

- Better Care
- Better Health
- Lowering Health Care Costs

SALARY AND PLACE OF EMPLOYMENT

The salary will vary widely with different levels of education and experience. This amount will also vary in some areas according to the locality pay for specific regions. Federal qualification standards can be found at <http://www.opm.gov/qualifications/standards/grop-stds/gc-cler.asp>. The majority of the positions will be located at CMS headquarters in Baltimore (Woodlawn), 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. Selected students will be responsible for their own living arrangements, transportation, and/or relocation costs associated with accepting an internship.

DEADLINE FOR SUBMISSIONS

To be eligible for the 2012 Summer Intern Program, ALL required documents must be submitted by **March 9, 2012**. Incomplete packages will result in ineligibility for the program.

PROCESS AND TIMELINE

Applications will be distributed to hiring managers after the closing date of this announcement. Hiring managers will contact students in which they are interested in interviewing directly. Interviews will be conducted by the hiring managers; and phone interviews are permissible by many managers if there is a geographical difference. All selections should be made by April 27, 2012; however, most selections will be made sooner. Unfortunately, due to the large number of applicants, CMS is unable to respond to all candidates who did not get selected. The CMS Careers website will be updated when all positions have been filled.