

# DEPARTMENT OF THE TREASURY INTERNSHIP PROGRAMS



ADVANCE AMERICA'S PROMISE AS YOU BUILD AN EXCEPTIONAL FUTURE

STUDENT VOLUNTEER / TREASURY SCHOLARS / PATHWAYS PROGRAM



DEPARTMENTAL OFFICES



## **Student Employment Programs**

Student Employment Programs provide a vehicle for students to gain valuable professional experience and build leadership skills while enjoying the benefits of challenging developmental opportunities. In addition, Student Employment Programs provide students with direct exposure to the federal work environment. Students are actively engaged in helping strengthen and ensure the stability of the United States and global financial systems, performing critical functions while crafting solutions to emerging issues that challenge our national security.

## **Are You Right for Our Team?**

The Department of the Treasury manages the U.S. Government's finances, promotes our nation's economic growth and stability, and ensures the safety and soundness of U.S. and international financial systems. Each day, more than 100,000 Department employees around the world carry out this historic mission in hundreds of different roles.

Departmental Offices (Headquarters) is comprised of divisions headed by Assistant Secretaries and Under Secretaries who are primarily responsible for policy formulation and overall management of the Treasury Department. These offices include:

- Executive Offices of the Secretary of the Treasury
- Domestic Finance
- Economic Policy
- General Counsel
- International Affairs
- Management/Chief Financial Officer
- Public Affairs
- Tax Policy
- Terrorism and Financial Intelligence
- Treasurer



Think Treasury Careers  
Are Just for Economists  
and Accountants? } *Think again.*

Headquarters seeks students who want to shape and drive national and global policy in one of a wide variety of public service careers. We accept students within a broad range of fields that encompass, but are not limited to:

- Business
- Economics/Finance
- Engineering Sciences
- Information Management/  
Systems
- Public Administration/Policy/  
Political Science
- Social Science
- Journalism

With enormous responsibility for the health of global financial markets and systems, Headquarters affords a dynamic environment for cultivating knowledge, experience, and a formidable network of professional contacts. No matter how you decide to advance your career, your work and training at Headquarters will distinguish you from others in your field.

The Student Employment Programs encompass three unique recruitment avenues: Student Volunteer Internships, the Treasury Scholars Program, and the Pathways Program.

# Student Volunteer Internship

Student Volunteer Internships are unpaid training opportunities designed to provide students with work experience related to their academic program and give them direct exposure to the Federal workforce.

Student Volunteer Internships assist the student in gaining:

- Career related experience
- Practical knowledge of a broad range of subjects
- Valuable time exploring career avenues

Students’ duties and responsibilities vary according to the program office to which they are assigned. Examples of the unique opportunities: write reports to Congress, assist with budget formulation; organize conferences; and visits with high-level officials. Others may research economic issues, write news stories, work on web pages or help produce electronic journals. Students interested in management may use their expertise working on projects involving budget, human resources, or information systems. In addition, some students may be involved in educational and cultural exchange activities.

## Application Process

All applications are submitted through [www.usajobs.gov](http://www.usajobs.gov). Application cycles correspond to academic calendars.

INTERNSHIP PERIOD	APPLICATION PERIOD	INTERNSHIP DURATION
Spring	October	January-May
Summer	December	May-August
Fall	June	September-December

**Note: We do not accept manual applications. Students are required to provide all documents electronically through formal application process.**



## Eligibility Requirements

Students must be U.S. citizens and maintain student eligibility and enrollment throughout the duration of the internship (students must be enrolled or accepted at an accredited institution). Graduated students may not volunteer beyond his/her graduation date without proof of future enrollment in an accredited university.

*You may apply for the Headquarters student programs if you have not yet completed your registration at a college or university or are awaiting an admissions determination. However, if selected for an internship, you may not begin your internship until you provide proof that you have registered, or have been accepted for enrollment.*

*\* Half-time enrollment is six or more credit hours or as defined by the accredited institution.*

## Treasury Scholars Program

The Treasury Scholars Program aims to expand the racial/ethnic and gender diversity of students engaged within Treasury Headquarters and provides meaningful and marketable work experiences. Students are eligible and recruited from all academic subject areas. Academic disciplines that are mission critical to Treasury policy offices include business administration, law, economics, finance, and information technology.

The Treasury Scholars Program is conducted in collaboration with various organizations and consists of three distinct components: The Summer Youth Program, The Undergraduate and Graduate Program, and The JD, MBA, Dual JD/MBA Program.

1. **Summer Youth Program** In collaboration with the Washington, D. C. (DC) government, Treasury provides short-term summer employment opportunities to DC youth ages 18-21 who are residents of Washington, D. C. These selected residents can work up to 25 hours per week and are compensated by the DC Government. Interested youth should contact the Washington, D.C. Department of Employment Services to apply.  
(<http://does.dc.gov/service/summer-youth-employment-program>)
2. **Undergraduate and Graduate Programs** Treasury partners with the following minority-serving institutions and professional organizations to recruit highly qualified undergraduate and graduate students for internships at Treasury Headquarters. Students should contact Treasury partner organizations directly:



The Hispanic Association of Colleges and Universities National Internship Program (HACU/NIP) recruits Hispanic college students for paid 10-week summer or 15-week fall or spring internships at federal agencies and private corporations in Washington, D.C. and throughout the country. The HACU/NIP program recruits Hispanic students with a 3.5 GPA or higher and exposes them to various federal and corporate sector careers. ([www.hacu.net](http://www.hacu.net))

The Washington Internships for Native Students (WINS) provides an opportunity for Native American and Alaskan Native students to live in Washington, D.C., gain professional work experience through an internship and earn academic credits. Participants intern in a federal agency or at a private firm; take courses focusing on Native American public policy concerns and enjoy social and cultural activities. ([www.american.edu/spexs/wins](http://www.american.edu/spexs/wins))

The National Association for Equal Opportunity in Higher Education (NAFEO) has facilitated internship assignments in government and industry for students enrolled in historically and predominantly Black colleges and universities and for interns who are employed in the Washington, D.C. metropolitan area. ([www.nafeo.org](http://www.nafeo.org))

The Thurgood Marshall College Fund (TMCf) offers employers an efficient and effective process for recruiting the best and brightest candidates. TMCf's program capitalizes on its success in matching corporate and government partners with well-prepared young professionals, from undergraduate to graduate level candidates attending 47 Historically Black Colleges and Universities (HBCU). ([www.thurgoodmarshallfund.net](http://www.thurgoodmarshallfund.net))

The Washington Center (TWC) is a nonprofit educational organization that provides full-time academic internships for college students from colleges and universities, nationally and internationally. Its mission is to utilize the resources of the nation's capital to provide participatory learning experiences in order to enhance students' academic, civic, and professional development. Student trainees receive academic credit awarded by their home college/university in accordance with institutional agreements with TWC. ([www.twc.edu](http://www.twc.edu))

The **Conference on Asian Pacific American Leadership (CAPAL)** is designed to help build leadership and public policy knowledge within the Asian Pacific American (APA) community, to promote APA interests and success in public service careers, to provide information and education on policy issues affecting the APA community, and to serve the APA community at large. ([www.capal.org](http://www.capal.org))

The **Congressional Hispanic Caucus Institute, Inc. (CHCI)** provides college students with a paid work placement in a Congressional Office or Federal Agency for a period of 12 weeks (Spring/Fall) or eight weeks (Summer). This unmatched experience allows students to learn first-hand about our nation's legislative process. Promising Latino undergraduates from across the country are selected for this leadership training program. Students gain work experience, participate in a community service project, and receive educational and professional programming provided by CHCI. This comprehensive three-prong approach provides extraordinary learning and networking opportunities for students. ([www.chci.org](http://www.chci.org))

The **Congressional Black Caucus Foundation (CBCF)** Internship Program provides participants with housing, a stipend, office placements, and opportunities to meet and interact with professional politicians and leaders working in all branches of government. Additionally, they are eligible for scholarships for prestigious public policy graduate programs, such as the University of California-Berkeley's Goldman School of Public Policy, UC Hastings College of the Law, and they are actively recruited by executive branch agencies such as the Treasury Department, the State Department and the Office of Management and Budget. ([www.cbcbfinc.org](http://www.cbcbfinc.org))

**Workforce Recruitment Program (WRP)** is designed to help agencies recruit and attract highly qualified college students with disabilities into a variety of occupations. Individuals, who are hired for the summer, may be eligible for permanent placement using special hiring authorities. (<https://wrp.gov/>)

3. **JD, MBA, JD/MBA Program** Treasury partners with academic institutions and other organizations to recruit highly qualified students pursuing a law degree (JD) and/or a Master in Business Administration (MBA):



In partnership with various local law schools, in Washington D.C., local community, Treasury recruits students who are pursuing a law degree (JD) or dual degrees in law (JD) and business administration (MBA). Students enrolled in certain institutions are able to earn academic credit while gaining practical knowledge by working in a Treasury policy/program office. Students are unpaid and must be enrolled during their internship. If students do not wish to earn academic credit, a volunteer internship program option is also available. ([www.law.howard.edu](http://www.law.howard.edu))

In partnership with the Robert Toigo Foundation, Treasury offers internships for students who are accepted or enrolled in MBA programs and aspire to professional careers in finance. The Robert Toigo Foundation recruits exceptional minority MBA candidates from a mix of schools nationwide. This program is reserved for summers only. ([www.toigofoundation.org](http://www.toigofoundation.org))

## **Application Process**

Students should apply directly to organizations of choice. Each organization has different application procedures; students should follow accordingly.

## **Eligibility Requirements**

Students must be U.S. citizens and maintain student eligibility and enrollment throughout the duration of the internship (students must be enrolled or accepted at an accredited institution). Graduated students may not volunteer beyond his/her graduation date without proof of future enrollment in an accredited university.

*You may apply for the Headquarters student programs if you have not yet completed your registration at a college or university or are awaiting an admissions determination. However, if selected for an internship, you may not begin your internship until you provide proof that you have registered, or have been accepted for enrollment.*

## Pathways Program

The Pathways Program consists of the Internship Program, the Recent Graduates Program, and the Presidential Management Fellows Program to provide paid employment

opportunities in the federal workforce for students and recent graduates.



- **INTERNSHIP PROGRAM:** The internship Program is for current students. It replaces the existing Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). The Internship Program is provides students with paid opportunities to work in agencies and explore federal careers while still in school.
- **RECENT GRADUATES PROGRAM:** The Recent Graduates Program provides developmental experiences in the Federal Government. It is intended to promote possible careers in the civil service to individuals who, within the previous two years, have graduated from qualifying educational institutions with an associates, bachelors, masters, professional, doctorate, vocational, technical degree, or certificate of completion. Exceptions will be made for veterans precluded from completing their studies, due to their military service obligation; veterans meeting these criteria will have up to six years after degree or certificate completion to apply.
- **PRESIDENTIAL MANAGEMENT FELLOWS (PMFS):** The Recent Graduates Program provides developmental experiences in the Federal Government. It is intended to promote careers in the civil service to individuals who, within the previous two years, have graduated from qualifying educational institutions with an associates, bachelors, masters, professional, doctorate, vocational, technical degree, or certificate of completion. Executive Order 135622 also directs OPM to set eligibility requirements and minimum qualification standards, to make the PMF experience more robust and substantive for participants.

## Application Process

All Internship/Recent Graduate program opportunities will be announced on [www.usajobs.gov](http://www.usajobs.gov).

All PMF opportunities and application procedures may be found on [www.pmf.gov](http://www.pmf.gov).

## Eligibility Requirements

Each Pathways Program has specific eligibility requirements. The official job postings will include eligibility/qualification requirements.





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**FOR MORE INFORMATION ABOUT STUDENT EMPLOYMENT PROGRAMS**

contact (202) 927-4800 or via email at [studentemployment@treasury.gov](mailto:studentemployment@treasury.gov).

All Student opportunities are posted at  
<http://www.treasury.gov/careers/hq-careers/Pages/student-employment.aspx>

The U.S. Department of the Treasury is an equal opportunity employer.