



**FEMA**

## **CAREER OPPORTUNITIES**

### **FEDERAL EMERGENCY MANAGEMENT AGENCY**

**The Federal Emergency Management Agency (FEMA) mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.**

### **STUDENT TEMPORARY EMPLOYMENT PROGRAM OPPORTUNITIES**

FEMA's Student Temporary Employment Program (STEP) offers a valuable work experience for students.

**DUTIES:** Incumbent will apply his/her clerical and administrative skills and experience in an exciting work environment with great people. In this occupation, you will perform clerical support work by applying procedures and practices within established guidelines. You may type reports, maintain files, arrange meetings and prepare travel requests and vouchers as well as conduct research concerning the interpretation and application of a variety of rules and regulations. To be successful in this field, it is essential that you have a high degree of flexibility. You may also be required to have computer literacy and the ability to type and transcribe data. If you are a versatile team player who enjoys assisting others, your skills and abilities are needed at FEMA.

**SALARY RANGE:** \$24,865 - \$34,075 (varies pending locations)

**JOB LOCATIONS:** Washington, DC/Boston, MA/New York, NY/Philadelphia, PA/Atlanta, GA/Chicago, IL/Denton, TX/Kansas City, MO/Denver, CO/Oakland, CA/Bothell, WA/Anniston, AL

**WHEN TO APPLY:** April 4 – April 15, 2011

**WHERE TO APPLY:** [fema-student-hire-me@dhs.gov](mailto:fema-student-hire-me@dhs.gov)

**WHERE TO APPLY:** Submit resumes to [FEMA-Student-Hire-Me@dhs.gov](mailto:FEMA-Student-Hire-Me@dhs.gov)

## **HOW TO APPLY:**

Please add your desired Office location in the Subject line of your email:

**From:** John, Doe

**To:** fema-student-hire-me@dhs.gov

**Subject:** Locality - Washington, DC

The following forms (if applicable) submit to complete your application:

- 1) A resume or any other written format chosen provided that it contains all pertinent information (full name, complete mailing address, announcement number, phone number, etc.)
- 2) Copy of college transcript(s). Unofficial copies are permitted. Also a letter from your school for proof of continuing education must accompany your resume.**
- 3) High School students must be at the age of 16 years.
- 4) In your application package provide three references not related to you and are not former supervisors. (Include full name, area code and telephone number, and address including number, street, city, state and zip code).