



Youth Internship Opportunity Announcement

NAME OF OPPORTUNITY:

*The High School Work-Study Program
Through the
National Security Agency (NSA)*



DATE: Next Admissions Cycle begins **September 1, 2016 to October 31, 2016**

CONTACT PERSON: Steven Youngblood (410) 767- 7695

If you would like additional information about the High School Work Study Programs, please contact Steven Youngblood or 1-866-NSA-HIRE.

Purpose

NSA offers high school students a High School Work Study Program. The High School Work Study is designed for students who are enrolled in either business or technical computer classes, and who plan to participate in a school-sponsored work experience program during senior year. The programs require no less than 20 hours a week and no more than 32 hours during the school year.

Description:

The High School Work Study Program is designed for high school students who are enrolled in either business or technical computer classes, and who plan to participate in a school-sponsored work experience program during their senior year.

Nature of the Program:

When hired, employment is guaranteed from September-June of your senior year, with the possibility of an extension through late August. Your temporary, part-time employment category requires a Monday-Friday duty schedule of no more than 32 hours and no less than 20 hours per week.

Training:

You'll enhance your educational requirements with on-the-job training and continued participation in work experience at school during your senior year.

Salary:

Students will earn a wage consistent with a GGD 01/01 job classification.

Benefits:

You will earn sick and annual leave in proportion to time actually worked (at a rate of one hour of leave per 20 hours worked). You will also receive paid federal holidays.

Available High School Work-Study Positions:

- **Office Assistant** - Type, file, maintain records, answer phones and operate business equipment such as word processors and personal computers

- **Computer Aide** - Operate our data processing equipment, often the most sophisticated equipment on the market

Job Placement After Graduation:

NSA cannot guarantee permanent full- or part-time employment after completing the work-study program; however, should a permanent vacancy exists, every effort will be made to place you in one of those positions.

Qualifications:

- Must be eligible to be granted a security clearance.
- Must be a U.S. citizen.
- An unweighted GPA of 2.5 or higher is preferred.
- Must have an interest and aptitude in business computing and office technology.
- Must be a high school junior enrolled in either business or technical computer classes or printing/graphic arts or manufacturing classes (as stated above) with plans to participate in a school-sponsored work experience program throughout your senior year.
- Must be 16 years of age by Aug. 31st following your junior year.
- Must have reliable transportation for getting to and from work.

How To Apply:

Applications are accepted Sept. 1st through Oct. 31st of your junior year. All applicants **MUST** apply online and follow the instructions below.

To submit a resume during open season, click [here](#). Under "Basic Job Search," type in keywords "High School Work Study Program," and click on "Search." Select "High School Work Study Program" and click "Apply Now." Follow the directions as prompted.

Applicants must also send in the following to complete your application packet:

- Hardcopy resume (must include the relevant courses completed or in progress as well as the position to which you are applying - Office Assistant, Computer Aide, Vo-Tech or Model Shop).
- [One Teacher Recommendation Form](#)
- [One Student Evaluation Form](#)
- Official transcript from high school

Submit your completed application package to:

National Security Agency
Office of Recruitment
9800 Savage Road
Fort George G. Meade, MD 20755-6779
Attn: HSWS Program, MB3

Applications must be postmarked by Oct. 31st to be considered. All applications that are received after the deadline, as well as incomplete packets, will not be considered for employment. Check with your high school work experience coordinator (typically in the business/computer/guidance department) to determine if NSA is scheduled to visit your school during the fall semester.