



# INFORMATION TECHNOLOGY - INTERNSHIP

[recruiting.army.mil/contact\\_usarec/](https://recruiting.army.mil/contact_usarec/)



Did you know you can enjoy a career as a federal employee—within almost any chosen profession? And it can all start with an internship.

U.S. Army Recruiting Command has paid intern opportunities that can start you on the path to federal employment.

While you may not work in uniform, your contributions as part of the U.S. Army Civilian Corps are just as vital as those who do. As an Army civilian, the talent and experience you add to the team improves the readiness of our force.

## In what career field will an intern be working?

The selected intern would be working in Information Technology offices as an IT specialist at U.S. Army Recruiting Command on Fort Knox, KY.

A primary purpose of the work is to increase the self-sufficiency and productivity of automation technology users throughout the command.

## What are the main job functions in this Career Field and what will an intern do?

The main functions of this job include: researching, developing and providing written instructions for baseline program; microcomputer hardware configuration and installation: Assisting computer users on the best way to use their equipment and software: Diagnose hardware and software incompatibilities in order to find solutions: Execute software jobs with enterprise management systems such as CA or Remedy: Provides assistance to supervisor in arranging training for and analyzing of training needs of the commands employees.

## What major course of studies should the idea candidate have? Or other good qualities?

Courses of study that relate to this position include information technology, computer science, computer engineering or information technology management. Other good qualities include being a self-starter, and able to work on deadlines and independently as well as part of a team. The successful candidate must be able to obtain and maintain a SECRET security clearance.

The intern should also have or be able to obtain, with 6 months, Information Assurance Technical (IAT) Level II, CompTIA's Security+, or Certified Information Systems Security Professional (CISSP), or Cisco Certified Network Associates (CCNA).

You may need to travel for up to 25% of this job.

## Why is this a good opportunity to interns, and why is Army/U.S Army Recruiting Command equal to or better than other places?

U.S. Army Recruiting Command is a fast-paced environment with opportunities for high performance as well as growth and development within an atmosphere that is open to ideas and encourages innovation. The Army/USAREC provides an opportunity to learn and exercise your talents with a large and diverse population.

## What are the career options and progression in this field?

The Federal Government has thousands of job opportunities at various levels all around the world in IT. You could go almost anywhere you wanted.

## Who is eligible?

You may be eligible for the Internship Program if you are a current student: High school, college, trade school or other qualifying educational institution.

- ★ You must be enrolled at least part-time.
- ★ Be a US citizen.
- ★ Commitment to work at least 16 hours per week.
- ★ Able to obtain and maintain a "Secret" clearance.

An internship with the Army offers paid opportunities to work in federal agencies and explore federal careers while completing your education.

- ★ The recent graduate program is for those who have graduated, within the past two years, from a qualifying educational institution or certificate program.
- ★ Veterans have up to six years to apply due to their military service obligation.

## What's in it for you?

- ★ Offers career development with training and mentorship.
- ★ **Competitive Salary** – Your pay will depend upon the amount of coursework you have completed towards your degree.
- ★ **Flexible Schedules** – School always comes first! Set-up your work schedule around your school schedule. To ensure this is a meaningful opportunity for you, you will need to commit to at least 16 hours per week. However, you may work up to a full 40 hours a week, if your schedule permits.
- ★ **On-the-job Experience** – While participating in the Training and Doctrine Command Internship Program Internship Program, you will gain experiences in Army training development, planning, and execution, as well as gain experience in your chosen career.
- ★ **Benefits** – Earn up to 13 paid vacation days per year, increases to 20 days after 3 years (pro-rated if less than full-time); Earn up to 13 paid sick days per year (pro-rated if less than full-time); Earn up to 10 paid holidays per year (based on work schedule); Affordable health, dental, and life insurance plans; Flexible work schedule to accommodate your school schedule; Thrift Savings Plan (401K equivalent) up to 5% match

- ★ **Future Non-competitive Placement** – At the discretion of management and upon completion of all regulatory and program requirements, you may be non-competitively converted to a full-time, permanent position at the GS-05/07 in one of the following series: 1170/ 0301/ 0344/ 0343/ 0501/ 0560/ 1035/ 2210. Candidates for federal service through this program are assigned to duty stations based on vacancies at the time and needs of the Army.

## How to find out about openings:

Vacancy Announcements for the Department of the Army's Internship Program and Recent Graduates Program are posted on USAJOBS.gov. Vacancies will only be posted when opportunities are available so please check USAJOBS often.

- ★ In the job announcement look for the "This job is open to..." section.
- ★ When a job is open to Students you'll see the Students icon.
- ★ When a job is open to recent graduates, you'll see the "Recent graduates"
- ★ There may be other groups listed that can also apply.
- ★ You can also select the Students or recent graduates filter.
- ★ You may apply for a job at any time and announcement if posted.
- ★ With the intern program you must still be in school, or be a recent graduate, to begin your career.

