

Summer 2010 Internship Positions within the Department of Energy

In order to apply for a position within the Office of the CFO - including our Office of Risk Management, Office of Budget, Accounting and Finance, Program Analysis and Evaluation, Office of Cost Analysis and others, you must select one of the following job titles:

program analyst
office automation assistant
accounting tech

Other Questions You will be Asked:

1. Are you at least 16 years of age? Yes No
2. Are you currently enrolled or accepted for enrollment in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school with a full-time or part-time course load? Yes No
3. Select your highest level of education. (list will be provided)
4. I understand that any veteran's preference claim must be supported by a copy of my DD-214. If claiming 10-point preference, a SF-15 and any other proof that I am eligible for 10-point preference is required. These documents must be submitted online by the closing date of the vacancy announcement. Yes No
5. Select the organization in which you are interested in working.
 1. Office of the Chief Financial Officer
 2. Office of Nuclear Energy
 3. Office of the Chief Human Capital Officer
 4. Office of Energy Efficiency and Renewable Energy
 5. Office of Fossil Energy
 6. Energy Information Administration
 7. Any organization

Once you answer "Office of the Chief Financial Officer" you will be asked the following question(s):

- 5.1. Select the series/position for which you want to be considered.
 1. **0326-Office Automation Assistant** - apply to this position if you are an undergraduate student
 2. **0343-Program Analyst** - apply to this position if you have completed your Bachelor's degree
 3. **0525-Accounting Clerk/Technician** - ONLY apply to this position if you want to work in the Office of Finance and Accounting in Germantown, Maryland.
- 5.2. From the below list, select the option that best reflects your work experience.
 1. 3 months of general clerical experience
 2. 6 months of general clerical experience

3. 1 year of progressively responsible work experience
4. 2 or more years of progressively responsible work experience
5. None of the above

Note: Your experience level will determine your salary, so answer the question as accurately as possible. More experience may equate to a greater salary.

Shortcut to USAJobs Summer Intern Posting: (full URL) HYPERLINK "http://jobview.usajobs.gov/GetJob.aspx?JobID=86356700&JobTitle=DOE+Summer+Student+Temporary+Employment+Program&lid=696&lid=17514&sort=rv%2c-dtex&cn=&rad_units=miles&brd=3876&pp=50&jbf574=DN*&vw=b&re=134&FedEmp=Y&FedPub=N&caller=basic.aspx&ss=0&AVSDM=2010-02-1**"**

If you are interested in another office within the Department of Energy, you can select from the other offices listed:

1. Office of the Chief Financial Officer
2. Office of Nuclear Energy
3. Office of the Chief Human Capital Officer
4. Office of Energy Efficiency and Renewable Energy
5. Office of Fossil Energy
6. Energy Information Administration
7. Any organization

For detailed questions similar to those listed above for other program offices, please e-mail: HYPERLINK "mailto:Shannon.Schreiber@hq.doe.gov"
Shannon.Schreiber@hq.doe.gov

If you are interested in an office not listed above do one of the following:

If you have personally met with Steve Isakowitz or a member of the CFO's Office, please apply to the Office of the CFO and contact us directly about the office you are interested in

All other candidates apply to #7, "Any Organization."