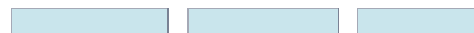


Job: IRC113690

**Description**

Job Title **Finance Undergraduate Student**
Location **03-1400-7310-OFF**
Organization Name **FIN-DR/DIR Finance**
Minimum Salary
Maximum Salary

What You Will Do

The Undergraduate Student Internship Program is a year-round internship program that provides students with relevant professional experience while pursuing an undergraduate degree. Students are able to work with professionals in a variety of career fields. We offer competitive compensation and value the contributions of all team members. Be a part of our very important national security mission by joining the Laboratory today!

The Finance Undergraduate Internship program is designed for the student pursuing their undergraduate degree in the Business field. Students will be placed in various positions in the Finance organization.

The Finance Division delivers financial products and services in support of the Laboratory's mission. Our Financial management focus includes the following:

- Perform Work in the Finance and Administrative Field.
- Build, maintain, and analyze spreadsheets in Microsoft Excel.
- Utilize multiple computer applications to conduct research and analysis.
- Integrating processes and systems across the Finance Division.
- Partnering with the programs and technical divisions to strengthen our business capabilities.
- Providing stewardship of Laboratory, NNSA and sponsor resources.
- Building alliances with Finance and Controller Divisions as well as internal and external technical customers.
- Maintain a safe and secure working environment.
- Work as a team member with direction from your mentor.

What You Need**Minimum Job Requirements:**

- Provide documentation of acceptance into an undergraduate program.
- Enroll in and successfully complete a minimum of 12 undergraduate credit hours per semester (or the equivalent of full time enrollment).

- Have and maintain a minimum cumulative GPA of 3.0 on 4.0 scale.
- Demonstrated proficiency using basic computer tools such as Microsoft Word, Excel, Powerpoint, and Outlook for business communications.
- Pass a new employment drug test: The Laboratory requires successful applicants to complete a new employment drug test and maintains a substance abuse policy that includes random drug testing.
- Ability to obtain and maintain a DOE "Q" clearance which typically requires US citizenship.
- **Reliable internet is required for teleworking.**

Education/Experience: Student must obtain a Bachelor's degree by December 2022, in a business-related field with a cumulative GPA of at least 3.0.

Desired Qualifications:

- Experience and/or education in the Business field.
- Experience analyzing and editing databases.
- Experience learning from online tutorials (LinkedIn, Youtube, Khan Academy)
- Experience with Microsoft Excel, Teams, Outlook, PowerPoint, and Word.). Candidates will be required to demonstrate basic knowledge of Microsoft Excel

Work Environment:

Location: This position will be located in Los Alamos, NM with the potential for a hybrid work arrangement (partially onsite/partially offsite) from a location within 2 hours ground commute of this location. Reporting onsite will be periodically required. Hybrid is at the discretion of management and can change at any time with appropriate notice.

COVID Vaccine:

The COVID vaccine is mandatory for all Laboratory students working on-site and students coming on-site, as well as any students coming on-site for any reason; unless granted an accommodation under applicable state or federal law.

Note to Applicants:

Application Requirements: In addition to meeting the eligibility requirements, students must do the following:

Students must upload a 1) cover letter, 2) resume, 3) current transcript, and 4) acceptance letter to college/university to the online iRecruitment application.

Where You Will Work

Located in northern New Mexico, Los Alamos National Laboratory (LANL) is a multidisciplinary research institution engaged in strategic science on behalf of national security. LANL enhances national security by ensuring the safety and reliability of the U.S. nuclear stockpile, developing technologies to reduce threats from weapons of mass destruction, and solving problems related to energy, environment, infrastructure, health, and global security concerns. Our generous benefits package includes:

- PPO or High Deductible medical insurance with the same large nationwide network
- Dental and vision insurance
- Free basic life and disability insurance
- Paid childbirth and parental leave
- Award-winning 401(k) (6% matching plus 3.5% annually)
- Learning opportunities and tuition assistance
- Flexible schedules and time off (paid sick, vacation, and holidays)

- Onsite gyms and wellness programs
- Extensive relocation packages (outside a 50 mile radius)

Additional Details

Directive 206.2 - Employment with Triad requires a favorable decision by NNSA indicating employee is suitable under NNSA Supplemental [Directive 206.2](#). Please note that this requirement applies only to citizens of the United States. Foreign nationals are subject to a similar requirement under DOE Order 142.3A.

Clearance: Q Position will be cleared to this level). Applicants selected will be subject to a Federal background investigation and must meet eligibility requirements* for access to classified matter. This position requires a Q clearance which requires US Citizenship except in extremely rare circumstances. Dependent upon position, additional authorization to access nuclear weapons information may be required that may or may not be available to dual citizens depending upon the circumstances.

*Eligibility requirements: To obtain a clearance, an individual must be at least 18 years of age; U.S. citizenship is required except in very limited circumstances. See [DOE Order 472.2](#) for additional information.

New-Employment Drug Test: The Laboratory requires successful applicants to complete a new-employment drug test and maintains a substance abuse policy that includes random drug testing. Although New Mexico and other states have legalized the use of marijuana, use and possession of marijuana remain illegal under federal law. A positive drug test for marijuana will result in termination of employment, even if the use was pre-offer.

Internal Applicants: Regular appointment employees who have served the required period of continuous service in their current position are eligible to apply for posted jobs throughout the Laboratory. If an employee has not served the required period of continuous service, they may only apply for Laboratory jobs with the documented approval of their Division Leader. Please refer to Policy [Policy P701](#) for applicant eligibility requirements.

For general program information refer to the [Student Programs](#) web page.

Equal Opportunity: Los Alamos National Laboratory is an equal opportunity employer and supports a diverse and inclusive workforce. All employment practices are based on qualification and merit, without regard to race, color, national origin, ancestry, religion, age, sex, gender identity, sexual orientation or preference, marital status or spousal affiliation, physical or mental disability, medical conditions, pregnancy, status as a protected veteran, genetic information, or citizenship within the limits imposed by federal laws and regulations. The Laboratory is also committed to making our workplace accessible to individuals with disabilities and will provide reasonable accommodations, upon request, for individuals to participate in the application and hiring process. To request such an accommodation, please send an email to applyhelp@lanl.gov or call 1-505-665-4444 option 1.

Instructions on How to Activate/Create a LANL Jobs Account:

*Follow the instructions below if you have ever had an employee Z number, been a contractor, or received Los Alamos Lab insurance coverage to **activate** your account:*

Select the **Click Here** button if you have **been employed with the Lab or received insurance coverage**.

Please enter only your first and last name and current email address (an email with your validation code will be sent to you) to activate the account currently in our system.

Enter your validation code as described in the email you receive and complete the 3-page registration form. Your account is now active and you can apply for jobs or save to your basket. **Important:** Enter the validation code **within 15 days** to activate your account or your account will be deactivated.

*Follow the instructions below if you if you have never been employed with the Lab or received insurance coverage to **create** an account:*

Select the **Register** button if you have **never been employed with the Lab or received insurance coverage** to Create an Account.

From here, you will establish an account with username and password.

How to Apply: Login to Your Account to Complete the Application Process

Click the Vacancy Name number (in blue) to view any job's details.

Click Apply or Add to Basket to apply later. **Tip:** To apply for a job or save your basket, you must have a LANL jobs account.

If you experience any technical issues, please email applyhelp@lanl.gov for assistance.

Employment Status

Appointment Type **UGS**

UGS

Posting Scope **External**

External

Contact Details

Contact Name **Jiron, Sue Antoinette (Antoinette)**

Email sajiron@lanl.gov

Work Telephone