

Build Your Future with



Student Intern Positions

KIRTLAND AFB, NM

APPLY NOW

THROUGH APRIL 4, 2024



DTRA Mission

DTRA provides cross-cutting solutions to enable the Department of Defense, the United States Government, and international partners to Deter strategic attacks against the United States and its allies; Prevent, reduce, and counter WMD and emerging threats; and Prevail against WMD-armed adversaries in crisis and conflict.

Duties

- Performs a broad range of clerical duties including typing, filing, answering routine customer questions, compiling data, preparing or making changes to documents and/or forms, performing routine mathematical calculations, conducting basic research, checking documents for errors, verifying discrepancies with appropriate individual(s), entering data into automated systems, preparing/formatting charts/graphs/reports, monitoring/updating status and assisting higher level employees in support of various administrative programs.
- Performs many different tasks in processing different kinds of forms or transactions; work requires good understanding of structure and workflow in the organization served.

Requirements

- Must be a U.S. citizen
- Resume and supporting documents
- Suitable for Federal employment, determined by a background investigation. Must be able to obtain and maintain a SECRET security clearance.
- May be required to successfully complete a probationary period
- Work Schedule: Full time or Part Time (part time 32 or 64 hours a pay period)
- This position is in the Excepted Service
- Transcript must state school name, student name, major, earned credit hours, and cumulative GPA of at least a 2.0
- Remain in good academic standing in accordance with Participant Agreement
- Must be enrolled or accepted for enrollment as a degree seeking student
- Must be enrolled in college/university throughout internship
- Subject to pre-employment drug testing and periodic drug testing thereafter

For more information, please contact the
DTRA Special Employment Programs Manager

DTRA.Belvoir.HR.mbx.DTRA-Special-Employment-Programs@mail.mil