

This page is located on the U.S. Department of Housing and Urban Development's Homes and Communities website at <http://www.hud.gov/offices/adm/jobs/internship.cfm>.



HUD Student Interns Program

The Program

Information by State
 Print version

The Housing and Urban Development (HUD) Interns Program was created with you in mind. HUD is always interested in finding talented people who have the skills needed to meet our future employment needs. Through a variety of programs, the HUD Intern Program is designed to help recruit and attract exceptional individuals to a broad spectrum of occupations within HUD. The program offers interns professional experiences and formal training opportunities that are tailored to meet their educational and professional goals and interests.

HUD Interns Program provides an opportunity to earn money and continue your education, to train with people who manage the day-to-day business of the Federal government, and to combine your academic study with on-the-job experience.

The HUD Interns Program gives the participants:

- A broader perspective on how HUD services the community and the nation as a whole.
- The opportunity to acquire specific skills that are needed to pursue their professional goals and aspirations.
- The opportunity for hands-on work experience in their field of study.

Program Design

Each HUD Interns Program is designed to attract outstanding men and women into a variety of occupations vital to HUD's growth and prosperity. The HUD Intern Program provides various mixtures of formal training, developmental on-the-job assignments, research assignments, workshops and seminars, and mentorships that will develop the skills needed for professional success and growth. Positions are available in Washington, DC, as well as in field locations around the country.

It is comprised of three (3) different programs:

- ▶ Student Temporary Employment Program (STEP)
- ▶ Student Career Experience Program (SCEP)
- ▶ Student Volunteer Employment Program

Each program and its features are summarized below.

	Student Temporary Employment Program	Student Career Experience Program	Student Volunteer Employment Program
Paid	X	X	
Credit Received	X		
Short Term Duration	X		X
Open to all students	X		X
Ongoing students eligible	X	X	X
Permanent position available		X	
Work related to major area		X	X

Advanced Training	x	x	x
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Program Options

Student Temporary Employment Program (STEP)

This program hires students to work in the Department for temporary/summer positions. Students work flexible work schedules, and are from all educational levels. Work assignments may be, but are not required to be, related to your academic field of study.

The eligibility requirements are:

- U.S. Citizenship is required.
- Enrolled in at least half-time academic or vocational and technical course load in an accredited educational institution.
- Be able to provide a letter of verification from your educational institution showing proof of current enrollment in school.

Student Career Experience Program (SCEP)

This program hires students for valuable work experience directly related to your academic field of study. This program requires a formal agreement between the student, the school, and HUD. You may be eligible for permanent employment under this program after successfully completing your education and after working a minimum of 640 work hours. Students work flexible work schedules, and are from all educational levels, however we prefer students who are juniors and seniors.

The eligibility requirements are:

- U.S. Citizenship is required for conversion into permanent employment.
- Attend an accredited college or university and pursue a bachelor's or master's degree.
- Be able to provide a letter of verification from your educational institution showing proof of that you are currently enrolled at least half time in school.
- Work experience must relate to academic study. (i.e. Urban studies, Urban/regional planning, Geography, Engineering, Economics, Architecture, Political science, Public affairs, Social work, Social policy, Sociology)

Student Volunteer Employment Program

This program hires students to work in the Department as volunteers (in an unpaid capacity) for valuable work experience directly related to their academic field of study. Students may receive educational credit for their internship.

The eligibility requirements are:

- U.S. Citizenship is required.
- Enrolled in at least half-time academic or vocational and technical course load in an accredited educational institution.
- Be able to provide a letter of verification from your educational institution showing proof of current enrollment in school.
- Requires formal agreement by student, the school, and HUD.
- Work experience must relate to academic study.

Training

Training will consist of a mixture of orientation, on-the-job training, and classroom/web-based training. □ In addition, interns are required to produce an Individual Development Plan that will serve as a guide for the internship. □ The IDP has the dual role of reflecting the interests and skills of the intern and meeting the needs and goals of the Department. □ To meet these ends, IDP's should consist of

on-the-job training, participation in relevant conferences and seminars, and formal classroom or web-based training. □

Evaluations and Promotions

Evaluation procedures are important to the HUD Intern Program. □ They are used to: judge how well the intern understands HUD organization, policies and programs; to gain an impression of the intern's ability to express themselves; to determine whether the intern's target position is appropriate; to evaluate the intern's training and determine its overall effectiveness; and to measure the intern's performance against criteria established in the IDP. □ The HUD Intern Program utilizes semiannual reporting procedures. □ The Department also has an Incentive Awards program through which employees' superior job performance, contribution to HUD, special act, service, and adopted suggestion are rewarded by cash or honorary awards.

Interns are placed in a career track eligible for non-competitive promotions to a GS-level appropriate for their level in the particular HUD office participating in the program. □ There are no guaranteed promotions. □ To qualify for promotion, Interns must complete all program and training requirements successfully. □ Existing HUD policies for career promotions will be followed.

Other Benefits

The pay you receive will depend on the education and work experience you already possess. □ As you advance in your education, you may be eligible for promotions based on your work performance, grade point average, and credits earned. □

Interns under the HUD Intern program may be eligible for the following benefits (see individual intern fact sheets for more information about specific benefits under certain programs):

- Sick and annual leave.
- Federal Employee Retirement System (FERS) retirement when the student has no prior service or has less than 5 years of prior civilian service.
- Health and life insurance.
- Interns may also be eligible for transit subsidy.

Additional benefits HUD employees are eligible for include:

- Alternative work schedule
- HUD credit union
- On-site childcare and fitness center (Washington, DC)

Why Choose HUD?

Like the services we provide, our career opportunities are numerous and encompass hundreds of disciplines. □ Every day we provide diverse services and opportunities that better the lives of people everywhere. □ At the HUD, your talents will contribute to creating positive change – in America, and in the world.

The HUD intern programs are an excellent opportunity to have a hand in creating that change by working with and among people who truly care about alleviating some of the problems that affect all of us, such as access to affordable housing. □ These problems depend on the ability of both HUD and citizens and communities to become active participants in finding solutions. □

As an intern at HUD, you will be challenged to view these problems and solutions from a broader perspective, one that will enable you to learn through experience, and evolve from well-educated students, into experienced professionals. □ All of

this takes place in a dynamic workplace environment that encourages individual learning and growth. So become a part of it all by participating in this exciting and rewarding program.

We look forward to working with you and welcoming you as a part of the HUD family.

For specific information about Summer, STEP and SCEP program, please send an email to Student Inquiries & Questions.

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