



## SPACE AND NAVAL WARFARE SYSTEMS CENTER

### STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

#### PURPOSE

The Student Temporary Employment Program (STEP) provides temporary employment opportunities and training to high school and college students while they complete their education. The program allows maximum flexibility to students whose work schedules need to be tailored to their school schedules.

Under the Student Temporary Employment Program, the nature of the duties need not be related to the student's academic field of study. Students are appointed to a position not to exceed 1 year. Appointments may be extended in 1-year increments as long as the eligibility requirements of the program are met.

This appointment does not confer Civil Service status.

#### BENEFITS FOR STUDENTS

- Gain realistic exposure to business opportunities.
- Earn supplemental income for educational expenses.
- Paid holidays, vacation and sick leave.
- Eligible to elect health insurance coverage after one year of continuous employment.

#### WORK SCHEDULE

- May work full-time or part-time.
- Full-time work schedules cannot interfere with academic requirements nor affect student's grades.

#### ELIGIBILITY REQUIREMENTS

- Enrolled in or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.)
- Enrolled at least half-time in academic or vocational and technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school (dependent on school and agency agreement)
- Must maintain at least a 2.0 cumulative GPA (on a 4.0 scale)
- Must be a U.S. Citizen

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#### APPLICATION PROCESS

Applications will be referred for employment based on the specific organizational needs and the skills of the student. To apply, submit the following:

- Optional Form 612 (Optional Application for Federal Employment) *or* Resume

*and*

- Certification of Enrollment/GPA Form
- Optional Form 306 (Declaration for Federal Employment)

**SUBMIT APPLICATIONS TO:  
COMMANDER NAVY REGION SOUTHWEST  
HUMAN RESOURCES OFFICE, CODE N04PW  
ATTN: Michael Ampuan  
49330 ELECTRON DRIVE  
SAN DIEGO, CA 92152-5001**

**For additional information contact:  
Michael Ampuan (619) 553-1082**

**ssc\_pac\_students@navy.mil**

For more information on SPAWAR and SPAWAR SYSTEMS CENTER  
<http://www.spawar.navy.mil>

SPAWAR and SPAWAR SYSTEMS CENTER ARE EQUAL OPPORTUNITY EMPLOYERS