

FEMA HBCU and Minority Serving Institution Application Period Opening for Summer 2024

FEMA is recruiting students from HBCUs and Minority Serving Institutions (MSI) for the 2024 summer internship program.

The HBCU / MSI Internship Program is an effort to recruit and hire students with a diverse background and provide an opportunity for qualified, under-represented students to work alongside highly skilled professionals at FEMA. The summer internships are located in Atlanta, GA (Region 4), Lakewood, CO (Region 8) and Washington, DC (FEMA HQ). **The application period is open from Feb. 13 - 29.** FEMA will select participants between Mar. 5 - 18 and the internship will start in mid-May. This is a temporary appointment in the Excepted Service, not to exceed 90 days.

Internship Positions

- Emergency Management, IC-0099-04
- Administrative and Office Support, IC-0399-03; IC-0399-04
- Accounting and Budget, IC-0599-03; IC-0599-04

Duties

In this position, interns will assist routine, procedural or standard assignments that support management or program analytical work. Typical assignments include:

- Attending meetings and conferences
- Performing analytical duties pertaining to the program
- Developing and tracking accounts and other logistical requirements
- Communicating with FEMA offices, regional partners, and internal stakeholders

Salary

- Atlanta, GA \$33,301 - \$37,381 per annum
- Washington, DC \$35,947 - \$40,351 per annum
- Lakewood, CO \$35,035 - \$39,328 per annum



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Eligibility Requirements

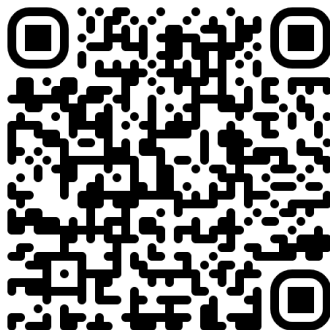
- All candidates must be currently enrolled in a [Historically Black College or University \(HBCU\)](#) or a [Minority Serving Institution](#) (including 4-year colleges/universities, community colleges, and junior colleges) and seeking a degree (certificate, etc.) on a full or half-time basis.
- Candidates may apply and be considered for an internship position in the weeks/months prior to the job being filled. These individuals must, however, complete their enrollment requirements prior to appointment. Receipt of official transcripts required prior to entry on duty is established.
- Candidates must currently have and maintain a cumulative Grade Point Average (GPA) of 2.0 (undergraduate) or 3.0 (graduate) and be in good standing.
- The position for the HBCU/MSI internship program is being announced under FEMA's Cadre of On-call Response/Recovery Employee (CORE) Program.
 - **To qualify for the IC-03 position, candidate must possess:** Completion of 1 full academic year of post-high school study.
 - **To qualify for the IC-04 position, candidate must possess:** Completion of 2 full academic years of post-high school study.

How to Apply

Those interested in participating should send their resume, current unofficial transcript(s) that show name of university/college, degree program, current enrollment, GPA and any applicable and/or required supporting documentation via Handshake or email to fema-hbcu-msiinternships@fema.dhs.gov by **Feb. 29, 2024**.

Subject line **MUST** read: **FEMA HBCU MSI Summer Program 2024**.

All application materials, including transcripts, must be in English. Additional information about the positions can be found on fema.gov at www.fema.gov/careers/paths/students/hbcu-msi.



[HBCU and Minority Serving Institutions Summer Internship Program | FEMA.gov](http://www.fema.gov/careers/paths/students/hbcu-msi)