

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

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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



# FEMA

## Eligibility Requirements

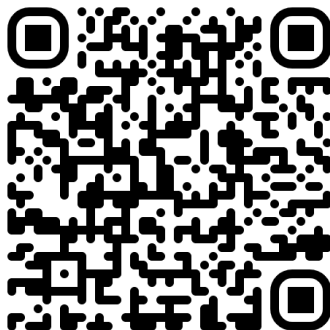
- All candidates must be currently enrolled in a [Historically Black College or University \(HBCU\)](#) or a [Minority Serving Institution](#) (including 4-year colleges/universities, community colleges, and junior colleges) and seeking a degree (certificate, etc.) on a full or half-time basis.
- Candidates 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](mailto: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](http://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)