

## **Student Temporary Employment Program (STEP)**

### **Program Purpose**

The Student Temporary Employment Program is a short-term internship program designed to give students work experience. The student is **not** required to work in an area directly related to his or her major. Work assignments may be in clerical positions or entry-level analyst positions. They may last up to one year and be extended beyond that point.

### **Program Eligibility Requirements**

- Be at least 16 years of age
- Be a bona fide student enrolled in a degree or certificate seeking program in an accredited high school, GED program, vocational school or college/university
- Be enrolled at least half-time, as defined by the school
- Be able to meet minimum grade point average requirements established by the student's institution

### **General Information**

Salary range is based on educational level and related experience. Students are eligible for promotions. Students may work a full-time or part-time schedule.

### **How To Apply**

To receive consideration for the Student Temporary Employment Program, please submit the following information:

- Resume including name, address, telephone number, social security number, educational experience, major, expected date of graduation, work experience, salary, and extra curricular activities.
- Proof of enrollment in an accredited institution.

### **For More Information**

Arlene Bell  
Department of Health & Human Services  
Baltimore Human Resources Center  
7500 Security Boulevard MS-BHRC  
Baltimore, Maryland 21244-1850  
E-mail: arlene.bell@cms.hhs.gov