

Administrative Support Hiring

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Pathways

Official DoD student and recently graduated hiring mechanism

Duration - TBD

Cost - Hourly based on year in school + NPS indirect rates if charged to R account

Forms

- Students – create account, become familiar with and upload resume to www.usajobs.gov

POC - HRO

Volunteer Student Interns

Unpaid internships have the following requirements:

- Student is at least 16 years old
- If younger than 18, must obtain written parental consent to volunteer
- DD2793 Volunteer Agreement (below) needs to be filled out and signed by supervisor.
- Students must have a Visitor's Badge issued by Security Managers Office for duration of internship.
- Students must check in with Security Office on first day. They have additional forms.
- If student needs email access to perform duties, check in with Student Service – they have additional forms.
- Ensure the student is on gate access for duration of internship.
- At conclusion of service, supervisor will complete block IV of DD2793. Supervisor to keep original. Student to receive copy.

Forms

Volunteer Instruction - [OPNAV](#)

Volunteer Agreement - [DD2793](#)