

High School Work Study Program



Program at NSA

The National Security Agency (NSA) is looking for high school juniors who possess outstanding academic credentials in the areas of business, computer, engineering, graphic arts, manufacturing, construction, Chinese language and Russian language.

The High School Work Study (HSWS) Program is designed for high school students who plan to participate in a school-sponsored work experience program during their senior year. Students are hired to participate in a paid part-time internship from September - August for a minimum of 4 hours a day, Monday through Friday. Please Note: High School must participate in early work release.

Applications are accepted online at intelligencecareers.gov starting 1 September.

Students must apply online **AND** mail or email (HSWS_Office@nsa.gov) the following forms:

- Resume**
- Official Transcript from High School**
 - o Which **MUST** include junior year work in progress classes
- One Student Evaluation**
 - o Located under HSWS Program on intelligencecareers.gov/NSA
- One Teacher Recommendation in Field of Study**
 - o Located under HSWS Program on intelligencecareers.gov/NSA

Who is Eligible to Apply?

High School Juniors

Applicants should have a minimum unweighted GPA of 2.5 on 4.0 Scale. Applicants must be 16 years of age by 31 December of HS Junior Year, be citizens of the United States and eligible to be granted security clearance.

Field of Study

Office Assistant:
Completed at least two business or technical computer courses

Computer Aide/Engineering Specialist/Tech:
Completed at least two technical computer courses

Chinese Language:
Enrolled in advanced Chinese Courses (Chinese 5 or higher)

Russian Language:
Enrolled in advanced Russian Courses (Russian 4 or higher)

Printing/Graphic Arts & Model Shop:

Must be enrolled in manufacturing or printing/Graphic Arts courses at a technical high school

Facilities/Logistics:

Must be enrolled in construction, engineering, project management or manufacturing at a technical high school

*** Applications **MUST** be submitted online and hard copy applications must be postmarked or emailed by the deadline posted in the vacancy.**

Please visit our website or contact the HSWS Program Office:

www.intelligencecareers.gov/NSA

Email: HSWS_Office@nsa.gov | Phone: 410-854-4592