September 6, 2022

Dear Chesapeake Science Point Junior:

Here is your application packet for NSA Work Experience Employment during your Senior Year. Please read this entire sheet very carefully before applying. Once you have completed your application, you will turn in your completed packet to Mr. Dickinson before **Tuesday, October 25, 2022**. I will be collecting packets starting on October 1st. Please do not leave your packet with anyone other than Mr. Dickinson. If you have any questions, please email me at [tdickinson@aacps.org](mailto:tdickinson@aacps.org) .

**Positions available for Work Study Students are the following:**

Administrative & Technical Students:

**High School Work Study (HSWS) Program** is currently a highly competitive program designed for high school students who plan to participate in a paid part-time internship during their senior year. Students have the opportunity to gain work experience in business, computer, engineering, manufacturing, construction, graphic arts, Chinese language and Russian language. The program provides hands-on work experience from September-June for 4 hours per day/20 hours per week Monday-Friday with a security clearance, part-time salary, paid leave, and the opportunity for permanent employment upon successful completion of the program.

Qualifications

-       Must be 16 years of age by 31 December 2022. –

-       Must be eligible to be granted a Security Clearance. –

-        Must be a U.S Citizen –

- Unweighted GPA of 2.5 or higher is preferred –

-       Must be a High School Junior

- Must have reliable transportation –

-       Must complete at least two courses in desired field of study prior to the completion of the junior year. –

-        Students must have a partial schedule with no more then two periods per day.

**Office Assistant**

* Students who are enrolled in business courses (Microsoft Office Suite, Accounting, Business Management, Web Page Design and etc.). They will be required to perform basic administrative tasks - Type, file, maintain records, answer phones and operate business equipment such as word processors and personal computers.

**Computer Aide**

* Students who are enrolled in Computer or Science Technology Engineering and Mathematics (STEM)-focused courses (Computer Science, Java Visual Basics, Programming etc.). They will be required to operate and/or maintain data processing equipment, often the most sophisticated equipment on the market.

<https://apply.intelligencecareers.gov/student-programs>

### High School Work Study Program - Baltimore/Washington

**Fort Meade, MD**  
**Pay Plan:** GG, **Grade:** 01/1 to 01/10  
**Open:** 2022-09-01, **Close:** 2022-10-31

**Job Posting: 1191103**

**NSA Checklist**

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| --- | --- | --- |
|  | | **Required Items** |
| Yes | No | Online Application   * Create an account (complete all items on the Dashboard)   <https://apply.intelligencecareers.gov/student-programs> |
| Yes | No | * Complete online application for the following position  **1191103**-High School Work Study Program - Baltimore/Washington |
| **Items below need to be submitted to Mr. Dickinson**  **No later then Tuesday, October 25, 2022** | | |
| Yes | No | Resume   * Follow format provided in packet (by NSA) * Be sure to list all qualifying courses * No typos or spelling mistakes |
| Yes | No | Teacher Recommendations   * All items must be completed * Teacher’s signature must be on the form |
| Yes | No | Official Transcript   * Go to guidance secretary and get an Official Transcript * Must show completed and current classes along with Unweighted GPA |
| Yes | No | Student Evaluation   * Items must be completed * Must have Administrator’s name on form |
| Yes | No | Email Confirmation that you completed the online application   * Once you completed the online application, you will receive an email conformation. Please print and include with your paperwork. |