The Strategic Communications Office is looking for a post-secondary student to assist with NRL’s mass communication and clerical and administrative duties. Students pursuing a Bachelor’s degree in Communications, Journalism, Marketing, or Graphic Arts/Design are preferred.

**List of Duties:**

Plan, create and publish multimedia content to communicate NRL events to internal and external audiences. Use Microsoft Excel to enter data and prepare data summaries, graphs, charts, tables and other statistical info. Logging, filing, tracking and maintaining detailed files for auditing purposes.

**Requirements:**

Student must be enrolled on a full time basis working towards a Bachelor’s Degree. Full-time enrollment is defined by the college or university and will be verified.

Student must have at least one year of school completed. Transcripts need to accompany your resume to verify education and eligibility.

Students must maintain a 2.5 GPA (based on 4.0 scale) for the duration of their student employment.

**Evaluation of Applicants:**

Applicants will be evaluated to determine eligibility for the program. Applicants will also be evaluated to determine qualifications using the OPM Qualifications Standards for the 0303 series: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group- Standards

**Conversion:**

Post-Secondary Student appointments may be converted to a permanent appointment upon completion of the Bachelor’s degree, but conversion is neither automatic nor guaranteed. Conversion may be to Administrative Professional positions at the level II (equivalent to GS 5-10) in the 1084 or 1035 series. Successful completion of Administrative Careers With America (ACWA) or an equivalent assessment may be required prior to conversion.

**To Apply:**

To apply to this position, please email your resume and transcripts to DoDPSS@hro1.nrl.navy.mil. Please include the job opportunity number in the email.

Please do NOT include social security numbers or date of birth. Please password protect your documents and send the password in a separate email. All applications and supporting documentation become the property of the Department of Navy and will not be returned once submitted.