The Military Support Division is looking for a Post-Secondary student to assist with accounting/finance clerical and administrative duties. Students pursuing a Bachelor’s degree in Accounting, Budget, or Finance are preferred.

**List of Duties:**

- 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 0326 series: https://www.opm.gov/policy-data-oversight/classification-standards/0300/office-automation-clerical-and-assistance-series-0326/

**Conversion:**

Post-Secondary Student appointments may be converted to a permanent 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 0301 or 0343 series.

**To Apply:**

To apply to this position, please email your resume and transcripts to SSEP@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.