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

**List of Duties:**
NC-I - 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.
NO-II – Maintain job order number documentation and databases reporting financial status of programs ensuring job orders are open in a timely manner and closed when funding is depleted and screen reports for errors, and retrieving financial information from reports or databases.

**Requirements:**
Student must be enrolled on a full time basis working towards a Bachelor’s degree or higher. Full-time enrollment is defined by the college or university and will be verified. Students 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.
NC-I – pursuing Bachelor’s degree and NO-II – completed Bachelor’s and pursuing higher level degree

**Evaluation of Applicants:**

**Conversion:**
Post-Secondary Student appointments may be converted to a permanent upon completion of the Bachelor's degree or higher, 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.