For further information contact the REE Human Resources Division/Policy Branch on 301-504-1434 or send e-mail to sdixon@ars.usda.gov

Government wide student vacancy information can be found of the OPM web site: www.studentjobs.gov

USDA
Research, Education, and Economics
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USDA

Research, Education, and Economics (REE)

Student Temporary Employment Program (STEP)

Student Information

What is STEP?

Student Temporary Employment Program is a Federal program that employs students in any occupation on a temporary basis during the school year and/or in the summer.

Program Requirements

- Must be at least 16 years of age.
- Work permit (if student is a minor and permit is required by State or local law.
- Salary/grades are based on education completed and/or experience.
- Must be enrolled (or accepted) in an accredited institution on at least a half-time schedule.
- There is no financial need, no income criteria, or written test.
- Appointments are normally not-to-exceed 1 year, but may be converted to additional appointments not-to-exceed 1 year.
- Appointments may be full time or part time (not to interfere with academic schedule) and may be made at any time during the year.
- Certain citizenship restrictions apply.

Federal Benefits for a STEP

- Earn sick leave.
- Earn annual leave (pro-rated).
- Health benefits (after 1 year, at student's expense).

Student's Responsibilities to the Program

- Responsible for submitting proof of enrollment and current transcripts to manager and HRD (each semester).
- Statement of Understanding must be signed by student.

STEP

What it Means to Me

- Provides full-part time employment on a temporary basis – usually not to exceed 1 year.
- Eligible for promotions after meeting qualifications and successful performance.
- May receive tuition assistance as long as course is related to position held.
- May work up to 32 hours per week part time schedule, can work full time during school breaks.