

**Opportunity Title:** 2022-Secretary's Honors Program for Business Operations-  
Human Resources

**Opportunity Reference Code:** DHS-SHP-2022-HR

**Organization** U.S. Department of Homeland Security (DHS)

**Reference Code** DHS-SHP-2022-HR

**How to Apply** Click on *Apply* below to start your application.

**Application Deadline** 3/14/2022 11:59:00 PM Eastern Time Zone

**Description** Those selected for the Secretary's Honors Program (SHP) in the Department of Homeland Security (DHS) will have an opportunity to experience and learn about the DHS missions, functions, and operations. Functional areas such as Human Resources (HR) support the science and technology needs of the DHS Operational and Support Components. Each assignment is unique, providing selectees the opportunity to be involved in one or more important projects.

Students will be assigned to one of the Operational and Support Components that currently make up the Department of Homeland Security.

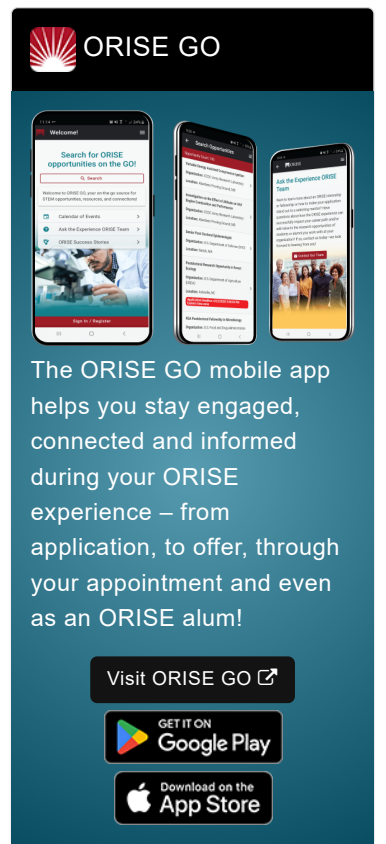
- [U.S. Citizenship and Immigration Services](#)
- [U.S. Coast Guard, U.S. Customs and Border Protection](#)
- [Cybersecurity and Infrastructure Security Agency](#)
- [Federal Emergency Management Agency](#)
- [Federal Law Enforcement Training Center](#)
- [U.S. Immigration and Customs Enforcement](#)
- [U.S. Secret Service](#)
- [Transportation Security Administration](#)
- [Management Directorate](#)
- [Countering Weapons of Mass Destruction Office](#)
- [Office of Intelligence and Analysis](#)
- [Office of Operations Coordination](#)
- [Science and Technology Directorate](#)

Under the mentorship of DHS staff, students will engage with and develop an understanding of DHS HR functions including:

- Evaluation of management and staff roles and responsibilities in implementing HR programs and activities.
- Development of communication materials to collaborate with internal and external stakeholders using a variety written and oral communication methods in traditional as well as virtual and electronic settings.
- Analysis of statistical data utilized in the development and implementation of recruitment and hiring strategies.
- Development of measurement methods and surveys. Examine the results to improve the customer service.
- Research, review, interpret, and apply HR rules and regulations
- Design, develop, and produce a variety of reports, including those of a standard, ad hoc and recurring nature.


**Appointment Length**


This appointment is for a summer placement of up to 12 weeks.




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### **Participant Benefits**

- Stipend:\$1,500.00/week
- Housing Allowance: \$2,000/month, if eligible
- No Relocation will be paid.

### **Location**

Various locations throughout DC Metropolitan Area. Some positions will be offered virtually.

### **Nature of Appointment**

The participant will not enter into an employee/employer relationship with ORISE, ORAU, DHS, or any other office or agency. Instead, the participant will be affiliated with ORISE for the administration of the appointment through the ORISE *Letter of Appointment* and *Terms of Appointment*.

While the participant will not enter into an employment relationship with DHS or any other agency, this opportunity will require a suitability investigation/background investigation. All placements are contingent upon successful completion of the background investigation process and subsequent ability to gain access to the assigned facility. The anticipated background investigation requirements for students participating at OCIO is: Public Trust or Secret.

### **Qualifications** Applicants must:

- Be a U.S. Citizen.
- Be currently enrolled at least half-time as an undergraduate student or a graduate students pursuing a Master's degree or equivalent, at an accredited college or university.
- Meet one of the following conditions:
  - Majoring in a field that supports the DHS operations mission including but not limited to science, engineering, technology, communications, human resources management or business administration.
  - Have demonstrated interest and desired to pursue a career in business operations, specifically human resources, upon graduation.
- Have a minimum GPA of 3.0 on a 4.0 scale as indicated on most recent transcript/academic records. Upon acceptance, you will be asked to submit official copies of your transcripts.

Students must plan to be enrolled Fall 2022. Hence, students completing their degree in May/June are not eligible to participate in the program.

### **A complete application consists of:**

- Profile Information
- Educational and Employment History
- Essay Questions (goals, experiences, and skills relevant to the

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opportunity)

- Resume (PDF)
- Transcripts/Academic Records - For this opportunity, an unofficial transcript or copy of the student academic records printed by the applicant or by academic advisors from internal institution systems may be submitted.

Submitted documents must have all social security numbers, student identification numbers, and/or dates of birth removed (blacked out, blackened out, made illegible, etc.) prior to uploading into the application system.

If you have questions, send an email to [dhsed@orau.org](mailto:dhsed@orau.org). Please list the reference code of this opportunity in the subject line of the email.

All documents must be in English or include an official English translation

- Eligibility Requirements**
- **Citizenship:** U.S. Citizen Only
  - **Degree:** Currently pursuing a Bachelor's Degree or Master's Degree.
  - **Overall GPA:** 3.00
  - **Academic Level(s):** Graduate Students or Undergraduate Students.
  - **Discipline(s):**
    - **Business** ([3](#))
    - **Communications and Graphics Design** ([1](#))
  - **Age:** Must be 18 years of age