



## U.S. Securities & Exchange Commission Vacancy Announcement

<b>Job Title</b>	Student Trainee (Program Support)
<b>Location</b>	Washington, DC
<b>Compensation</b>	\$49,762 to \$74,978 / Per Year
<b>Position Number</b>	16-PW-1730915-AW
<b>Application Deadline</b>	July 29, 2016

### Overview

The U.S. Securities and Exchange Commission (SEC) is looking for the best and brightest to join our team. Our mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. A career with the SEC offers work that is exciting, challenging and rewarding. You can contribute to securities regulation and enforcement while making a positive difference for the American investing public.

### Duties

- Develops and prepares preliminary analytical reports and analysis and interpretive reports.
- Resolves problems, questions or complaints; directs the most complex problems, questions or complaints to the appropriate person.
- Performs a variety of administrative and management support operations in a timely and organized fashion.
- Maintains and uses program data/systems/ databases to provide timely and up-to-date program information and to help program managers identify trends, deficiencies and accomplishments related to assigned programs.
- Communicates information to others during face-to-face meetings, by phone, or email.

### Qualifications

- All qualification requirements must be met by the closing date of this announcement.
- Qualifying experience may be obtained in the private or public sector. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. Additional qualifications information can be found [here](#). Qualifying education must have been obtained from an accredited college or university recognized by the U.S. Department of Education.

### To Apply

To learn more about this employment opportunity, please visit <http://go.usa.gov/xrsQP> and apply online at <https://sec.usajobs.gov/GetJob/ViewDetails/444269800/>. For assistance, please contact the Office of Minority and Women Inclusion at (202) 551-6046 or [omwi@sec.gov](mailto:omwi@sec.gov).

The SEC is an equal opportunity employer