



## U.S. Securities & Exchange Commission

### Vacancy Announcement

<b>Job Title</b>	Student Trainee (Program Support)
<b>Location</b>	Washington, DC
<b>Compensation</b>	\$60,866 to \$93,056 / Per Year
<b>Position Number</b>	16-PW-1752150-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

- Performs a variety of assignments designed to provide training, experience and technical competence in the methods, procedures, principles, theories, and techniques for the collection and analysis of program specific reports.
- Handles routine matters and refers inquiries to appropriate personnel based on knowledge of programs and functions, assignments, internal procedures and relationships.
- Performs a broad range of duties using various computer software programs to perform such operations as updating, revising, sorting, calculating, and manipulating data in spreadsheets.
- Performs administrative duties, including data input, document review, records management, and/or document production. Processes and handles correspondence, including preparing and sealing correspondence, and tracking correspondence in agency database
- Compiles and verifies a variety of data, which may include statistical, financial, technical, or legal, needed for analysis and required reports.
- Provides support to agency meetings which may include, set up, monitoring of participants, preparation of meeting materials, and other support.

#### 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/xrHVP> and apply online at <https://sec.usajobs.gov/GetJob/ViewDetails/444680200/>. 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