CMS IS HIRING STUDENTS IN OUR REGIONAL OFFICES THROUGHOUT THE UNITED STATES!!
Please share with current students!

Locations:
- Chicago, Illinois
- Boston, Massachusetts
- Kansas City, Missouri
- Dallas, Texas
- Seattle, Washington

ABOUT CMS

The Centers for Medicare and Medicare services (CMS) is dedicated to its mission of putting patients first and we can only achieve this mission with the help of our amazing workforce, whom works diligently every day to make a difference in the nation's health care system. In order for us to continue to make a difference, we are in need of bright, talented students to contribute to our diverse workforce. A career with CMS offers the opportunity to get involved in important national health care issues and be part of a dynamic, fast-paced, and highly visible organization. For more information on CMS, please visit: [http://www.cms.gov/](http://www.cms.gov/).

What better way to start your career in the Federal Government than to join CMS!

**When to apply: 07/01/2019-07/15/2019**

About the Position

As a Student Trainee (Health Insurance), you will participate in an internship program designed to give students work experience. You will perform duties relative to your assigned division and will work under the general supervision of the immediate director.

These positions will be filled in CMS' regional offices under the Consortium for Medicare Health Plans Operations (CMHPO). The Consortium oversees the private health plans in Medicare Advantage, Medicare Part D, the Medicare and Medicaid Plan (MMP) Demonstration Project, and the Program of All Inclusive Care for the Elderly (PACE) programs. This is done by reviewing health plan applications, reviewing provider networks, approving plan marketing materials, conducting audits, and resolving complex casework issues.

**Responsibilities**

- Provide assistance to the supervisor in the preparation of a variety of health care administrative material required to support the organization.
• Assist in reviewing reports and other health care program documents for correctness and verifying discrepancies with the appropriate office or individual.
• Assist higher level employees in evaluating the success of projects in attaining their productive goals.
• Assist in assembling data and consolidating and preparing reports for assigned projects.
• Complete administrative duties as needed to ensure the smooth operation of the organization

Eligibility

Current students in an accredited college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate. You must possess a cumulative GPA of 3.0 or higher on a 4.0 scale.

Conditions of Employment

• You must be a U.S. Citizen or National to apply for this position.
• You must possess a cumulative GPA of 3.0 or higher on a 4.0 scale.
• You will be subject to a background and suitability investigation.
• You must sign a Pathways Participant Agreement before starting employment.
• You must be 16 years old to be employed by the Federal government.

Additional Information

This position is being offered at two different grade levels, GS 4 and GS 7. You may feel free to apply to one or both of these positions based on the requirements for each. Please review the full vacancy announcement for details. Your complete application package, as described in the "Required Documents" section of each vacancy announcement, must be received by 11:59 PM ET on 07/15/2019 to receive consideration.

Vacancy Announcements/Application Links:

• Student Trainee (Health Insurance) GS 4, Salary $14.66 to $20.96 per hour: https://www.usajobs.gov/GetJob/ViewDetails/538251000
• Student Trainee (Health Insurance) GS 7 Salary $22.34 to $29.05 per hour: https://www.usajobs.gov/GetJob/ViewDetails/538246800