

Join our team...

The US Department of Transportation (DOT) is seeking to fill multiple positions through the Secretarial Internship Program (SIP).

This program will run from **September 30, 2025 through January 18, 2026**

Program Benefits

- Paid internships, providing training, mentoring, and introduction to the Federal workforce.
- Positions are located in National Capital Region (DC Metropolitan Area).
- You will be selected for the grade level which relates to your experience (GS-3 through GS-7) 36,745 to 57,164 (annually).

Program Details

Students must be available to work from September 30, 2025, through January 18, 2026.

If you are selected, our HR Specialists will determine your grade level and salary based on your experience and transcripts.

This is a temporary part-time position, offering 10 to 20 hours a week. This appointment may be extended.

This appointment may be eligible for conversion without further competition. Within the same agency, provided the employee:

- completed a baccalaureate or graduate degree (or certificate as appropriate);
- completed not less than 640 hours of current continuous employment;
- meets the OPM qualification standards for the position the student will be converted to; and meets time-in-grade requirements in accordance with 5 CFR part 300 subpart F.

Eligibility

Students enrolled or accepted for enrollment in an institution of higher education (as defined in 20 U.S.C. §1001(a)) and pursuing a baccalaureate or graduate degree on at least a part-time basis as determined by the academic institution.

Students who have not yet started their course of study leading to the baccalaureate or graduate degree (or certificate, as appropriate) may apply. However, these individuals must complete their enrollment requirements prior to appointment.

You must provide a transcript (official or unofficial) with your application.

If you are selected for an intern position, you will need to provide an official transcript.

If selected for an intern position, you will be required to complete and pass a background/ security investigation.



Secretarial Internship Program

The US Department of Transportation (DOT) is seeking to fill multiple positions through the Secretarial Internship Program (SIP). Recruitment for these positions is ongoing. The location and grade levels (i.e., general schedule level and salary) will vary based on the specific position being filled.

Position Details

- Positions are in-person, located in the National Capital Region (DC Metropolitan Area)
- The grade levels for these positions are GS-3, GS-4, GS-5 and GS-7.
- There is no eligibility for promotion to higher grade levels.

Available Positions

We are currently offering Transportation Safety Student Trainee positions in the following focus areas:

- Transportation Safety
- Economics
- Management Analysis
- Financial Management
- Engineering
- Information Technology

For more information visit
[General Schedule Qualification Standards](#)

Ideal Candidates

We are looking for independent, energetic, self-sufficient, and highly motivated students who are excited to gain government experience and contribute to the mission of the Department of Transportation.

DOT careers in demand such as Engineering, Safety Inspector, Financial Management, among others, are available.

Position Eligibilities

Eligibilities for the position are: (a) Is enrolled or accepted for enrollment in an institution of higher education as defined by the Higher Education Act of 1965, in a section codified at 20 U.S.C.1001(a); and (b) Is pursuing a baccalaureate or graduate degree on at least a part-time basis, as determined by the institution of Higher education.

Questions, Contact a SIP Program Specialist at OSTHiringEvents@dot.gov

To Apply Scan QR Code



Accepting applications from
August 1, 2025 to August 7, 2025