



**U. S. Department of Justice  
Drug Enforcement Administration**

[www.dea.gov](http://www.dea.gov)

**TEMPORARY EMPLOYMENT OPPORTUNITY**  
**Student Temporary Experience Program (STEP)**

**Purpose:** Allows DEA to hire college level Freshmen and Sophomores to provide clerical and administrative support to agency operations on a part-time or full-time schedule. This hiring initiative provides an avenue for young people to experience the federal drug law enforcement work environment.

**Qualification Requirements:**

1. Students must be pursuing any of the following educational requirements:
  - Associate, Baccalaureate, Graduate or Professional Degree
2. Students must be taking at least a half-time course load in an accredited school and possess a GPA of 2.5 and above.
3. Students are typically hired at the GS-02 to GS-04 levels. Salary is based on the annual General Schedule.
4. Students will be subject to random drug screening and extensive background investigation.

**Major Duties:** Provide clerical and administrative support. Receive visitors or telephone calls and referring to appropriate individual or office. Filing materials, such as correspondence and publications. Picking up and delivering mail.

**How to Apply:** Mail your resume, most recent official college transcripts and a letter from your school to verify your current enrollment status, academic status and expected graduation date to the address below.

**Drug Enforcement Administration  
80 Mulberry Street, 2<sup>nd</sup> Floor  
Newark, New Jersey 07102  
Attn: Iris White, Program Specialist, Human Resources  
Telephone: 973-776-1120**

You may be called for an interview and if you are selected, you will be required to complete Optional Form-612, a Drug Questionnaire and report for fingerprinting. Your application will be reviewed and forwarded to the DEA Headquarters for approval. The background process can take up to 3-5 months. Students who are ~~not~~ going to remain in an academic status for at least 16 months should not apply.