

*The mission of the U.S. Department of Health & Human Services (HHS) is to enhance and protect the health and well-being of all Americans. We fulfill that mission by providing for effective health and human services and fostering advances in medicine, public health, and social services.*



**SUMMER STUDENT INTERNSHIP OPPORTUNITY  
U.S. Department of Health and Human Services**

Office of the Secretary / Assistant Secretary for Financial Resources / Office of Budget

The Assistant Secretary for Financial Resources (ASFR) seeks summer student interns to work within the Office of Budget (OB) on policy and budget issues for entitlement and mandatory programs. The OB plays a lead role in developing the HHS budget, interacting with the Office of Management and Budget (OMB) and congressional Appropriations Committees, analyzing congressional actions, and managing communication among stakeholders.

**Interested applicants should submit a cover letter, resume including current grade point average, and a 1-2 page writing sample by February 20, 2017. Incomplete and late materials will not be considered. Applicants must currently be pursuing an undergraduate or graduate degree. If you have a preference to work on any specific agency or topic area, please indicate this interest in your cover letter.**

- Summer student interns handle multiple assignments at once and are treated as professional staff. Student interns gain exposure to internal HHS decision-making by preparing decision materials, attending meetings, and providing briefings to high-ranking policy officials. Student interns will complete and present at least one comprehensive long-term project by the end of the student interns' tenure.
- Project assignments may include, but are not limited to: budget formulation and analysis, research and policy analysis, performance management, entitlement program baseline comparisons, program integrity efforts, tracking congressional action, attendance at policy seminars, and review of legislation, regulations, and other policy guidance.
- This student internship is an excellent opportunity for students with diverse backgrounds and experiences; strong communication, analytical, and time-management skills; and the ability to thrive in a fast-paced, high-pressure environment. In the past, OB interns typically have been pursuing master's degrees in public policy, public administration or public health, but we will consider all well-qualified graduate students and undergraduate students.

The student internship is generally for 10-12 weeks and is located in Washington, D.C. Start and end dates are negotiable. This internship position may be unpaid or paid, pending availability of funds and hiring authorities.

Placements include the following divisions within ASFR:

The Division of Health Benefits and Income Support (HBIS) has responsibility for entitlement and mandatory programs that represent the largest part of the Federal budget and in preparing for healthcare system changes. HBIS includes two branches:

- The *Medicare and CMS Program Management Branch* is responsible for Medicare fee-for-service provider issues, Medicare Advantage private health plans, prescription drugs, health care fraud, quality improvement, the Centers for Medicare & Medicaid Services administrative budget, private health insurance programs, and preparing for healthcare system changes.
- The *Health and Family Support Branch* is responsible for CMS programs such as Medicaid, the Children's Health Insurance Program, and specific health insurance initiatives. This branch is also responsible for mandatory programs administered by the Administration for Children and Families (ACF), including Temporary Assistance for Needy Families, Adoption Assistance, Title IV-E Foster Care, Child Care, Child Support, and the Social Services Block Grant.

- The two branches share responsibility for delivery system reform initiatives.

The Division of Discretionary Programs (DDP) has responsibility for nearly all of the discretionary funding at HHS and is made up of two branches:

- The *Science and Regulatory Affairs Branch* is responsible for budget and policy issues related to the National Institutes of Health, the Centers for Disease Control and Prevention, the Food and Drug Administration, the Administration for Healthcare Research and Quality, Bioterrorism, Emergency Preparedness and Response, and Health Information Technology programs.
- The *Public Health and Social Services Branch* is responsible for budget and policy issues related to the Health Resources and Services Administration, the Indian Health Service, the Substance Abuse and Mental Health Services Administration, the Administration for Children and Families, and the Administration for Community Living, as well as HIV/AIDS, health disparities, health workforce, early learning, aging, and public health safety-net programs.
- The two branches work collaboratively on the formulation of the President's Budget, technical assistance to Congress on appropriations actions, and major policy issues outlined by the Secretary.

The Fiscal and Legal Review (FLR) Branch within the Division of Budget, Policy, Execution, and Review (BPER) provides expertise in budget execution and appropriations law. FLR carries out Department-wide budget execution functions and provides technical analysis of appropriations bills and authorizing legislation with an impact on spending authority.

The Congressional Liaison Branch within the Office of Budget serves as the HHS point of contact to the relevant congressional committees and is responsible for engaging congressional staff to advance HHS's budget priorities.

- Interns with the Congressional Liaison Branch will coordinate: requests for technical assistance; preparation, review, and clearance of budget-related documents for the Hill; analysis of proposed legislative language; and the Department-wide annual congressional appropriations hearing cycle.
- An internship with the Congressional Liaison Branch is ideal for candidates pursuing Master of Public Policy or Juris Doctor degrees. Intern candidates should have excellent oral and written communication skills, experience working on politically-sensitive issues, and a willingness to try new things. Hill experience preferred.

**Please submit your cover letter, resume including current grade point average, and 1-2 page writing sample to:**

**Ahimsa Govender ([Ahimsa.Govender@hhs.gov](mailto:Ahimsa.Govender@hhs.gov))**  
**Jeffrey Simms ([Jeffrey.Simms@hhs.gov](mailto:Jeffrey.Simms@hhs.gov))**  
**Michael Bagel ([Michael.Bagel@hhs.gov](mailto:Michael.Bagel@hhs.gov))**  
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**Katie Donley ([Katherine.Donley@hhs.gov](mailto:Katherine.Donley@hhs.gov))**

**no later than February 20, 2017. As stated earlier, incomplete and late applications will not be reviewed.**