**Spring 2021 Guide for Recruiting Pathways Interns**

**Contact:** JSC Pathways Office, Andrea Parker, a.j.parker@nasa.gov

**Step 1: Conduct Outreach:**

We will be hiring both business and technical students for the Pathways Intern Program this spring, and we would like to encourage as many qualified students as possible to begin preparing their application. Please share the note below with the Universities you have contacts or relationships with as you see fit:

* Student organizations
* Affinity groups
* Professors/Deans
* Academic advisors

Once you have university and student POC’s identified, use the following email template to reach out to them:

**Step 2: Send e-mail:**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The NASA Johnson Space Center (JSC) is posting several job announcements for JSC’s Pathways Intern Program on [www.usajobs.gov](http://www.usajobs.gov) that will open February 1, 2021 and close February 5, 2021. These internships are to begin in August 2021.

Students can prepare to apply for JSC’s Pathways Intern Program by developing a profile in [USAJobs](https://www.usajobs.gov/), building their resume, and creating notifications to receive alerts when the announcements open.

**What is the Pathways Intern Program?**

[JSC’s Pathways Intern Program](https://pathways.jsc.nasa.gov) follows the Cooperative Education (Co-op) model where current undergraduate and graduate students gain valuable work experience in their degree field while alternating between semesters of work and school.

The goal of the Pathways Intern Program is to develop students be become eligible for a full-time career with NASA upon graduation. Students work side-by-side with mentors who provide meaningful JSC projects and hands-on work experience.

**About Johnson Space Center**

[Johnson Space Center (JSC)](https://www.nasa.gov/centers/johnson/home/index.html) is committed to leading human space exploration. JSC plays a pivotal role in enhancing scientific and technological knowledge to benefit all of humankind. To meet this mission, JSC pursues four priorities:

1. Maximize use of the [International Space Station](https://www.nasa.gov/mission_pages/station/main/index.html)
2. Enable success of the [Commercial Crew Program](https://www.nasa.gov/exploration/commercial/crew/index.html)
3. Develop [Orion](https://www.nasa.gov/exploration/systems/orion/index.html) for future missions
4. Build the foundation for [human missions to Mars](https://www.nasa.gov/topics/moon-to-mars)

**What Type of Students is NASA Looking for?**

Generally, we’re looking for students who:

* Are well-rounded, focusing on academics as well as on-campus and/or community involvement
* Possess good interpersonal skills and work well in teams
* Are self-motivated
* Want to be part of an innovative workforce
* Have a passion for space and our mission

**This semester, JSC is recruiting the following majors:**

* Business: Accounting, Business Administration, Finance, Contracts, Purchasing, Economics, Industrial Management, Quantitative Methods, Supply Chain Management or Organization, and Human Resources
* Technical: Aerospace or Aeronautical Engineering, Computational Engineering, Computer Engineering, Electrical Engineering, Software Engineering, or Computer Science, Materials Engineering, Materials Science, Chemical Engineering, Mechanical Engineering, Engineering Mechanics, Physics, Industrial Engineering, and Biomedical Engineering

**Qualification Requirements:**

* Be a U.S. citizen
* Be enrolled (or accepted for enrollment) in an accredited educational institution
* Be enrolled on at least a half-time basis pursuing a bachelor’s degree or higher
* Have and maintain a cumulative grade point average (GPA) of at least 2.90 (on a 4.00 scale)
* Have completed at least 30 semester hours or 45 quarter hours towards a bachelor’s degree or pursuing a graduate degree.
* Applicants must have an expected graduation date of no earlier than one calendar year from this closing date of this announcement.

**JSC’s Additional Qualification Requirements:**

* Work tours are designed to alternate with your academic semesters at school and must follow work and academic tour schedules guidelines. Examples of work tour schedules can be found here: <https://pathways.jsc.nasa.gov> **(Click Schedule under Program Information)**

**Application Tips:**

* Create a profile in [www.USAJobs.gov](http://www.USAJobs.gov)
* Upload necessary documents to your profile as indicated on the application.
* Please pay close attention to the announcement itself and any specific requirements regarding time left until graduation.
* Please be prepared to set aside some time to complete the application process. Due to our new staffing system for NASA, there will now be a required assessment questionnaire in addition to eligibility questions. This assessment is designed to help us understand your competencies beyond what is in your resume.
* Helpful links:
	+ How to Apply for Federal Jobs - <https://www.youtube.com/watch?v=Gih8-cwTCQU>
	+ Resume Writing - <https://www.youtube.com/watch?v=8YX7o1PBoFk>
	+ USAJobs YouTube Channel - <https://www.youtube.com/c/usajobs/videos>

Please visit [JSC’s Pathways Intern Program website](https://pathways.jsc.nasa.gov/) for more information and let me know if you have any questions.

**Your Signature**