

Massachusetts Association
of Student Financial
Aid Administrators

MASFAA



FSA

Student Internship Program

Dear MASFAA Member or Prospective Applicant:

This packet contains application information for the Summer 2006 Federal Student Aid (FSA) Student Internship Program and the MASFAA Scholarship for FSA Interns. The FSA Student Internship is offered every year to current students who are involved in student services, particularly (but not exclusively) to those working in financial aid offices. The Massachusetts Association of Financial Aid Administrators would like to encourage students to enter financial aid as a career, therefore we are offering a scholarship for a student who applies for and is accepted into the FSA Student Internship Program. The internship is located in Washington D.C. from June 5 to August 11, 2006 and the \$3500 scholarship is intended to help subsidize student room and board expenses while working in the program.

Within this packet you will find:

- *A 2006 FSA Student Internship Program Information Sheet*, with instructions for application to the program.
- *A 2006 MASFAA Scholarship for FSA Interns Information Sheet*, with requirements and instructions for application for the scholarship.
- *A 2006 MASFAA Scholarship for FSA Interns Application*.

Please notify your students of the FSA Student Internship Program and the MASFAA Scholarship for FSA Interns. You may also send copies of this information and application packet to your career services (or other applicable) office, or post this packet to your office website. The deadline for application materials is March 17, 2006.

If you have any questions about the FSA Student Internship Program, please visit their website at www.interns.sfa.ed.gov. If you require additional information regarding the MASFAA Scholarship for FSA Interns, please contact me at shawn_bennett@gse.harvard.edu. Thank you and good luck!

Sincerely,

Shawn Bennett
MASFAA Executive Council



Student Internship Program SUMMER 2006



Federal Student Aid (FSA) is the largest agency in the U.S. Department of Education and is the largest source of student financial aid in America, providing over \$65 billion annually in grants, loans and work-study. FSA offers a unique and exciting internship program in Washington, DC for undergraduate and graduate students. The FSA internship provides students the opportunity to gain valuable work experience, learn about the government, build a network of friends, have fun and earn some money for school. Students have the opportunity to work on substantive projects that allow them to enhance their academic skills. Students prepare policy papers, write press releases, develop web sites and work on numerous other interesting projects.

Interns will be paid \$11 to \$18 an hour depending on experience and education and will work 40 hours a week. The internship program is open to U.S. citizens currently enrolled at least half-time at an academic, technical or vocational, 2 or 4 year college or university, graduate or professional school.

Application packets for the program and scholarship must be received by March 17, 2006. You may apply for the internship later, but FSA starts awarding positions in March. Further information about the internship can be found at www.interns.sfa.ed.gov. This internship will also be listed in the MonsterTrak job posting service, and you may apply directly with FSA if you do not want to be considered for the MASFAA Scholarship for FSA Interns.

Students must include all of the following items in their application packet (there is no separate application):

1. **Resume**

Your resume must include the following:

- **Personal Information** - Full name, social security number, school address and permanent address (with zip code), and phone number.
- **Education** - Names, locations and dates of attendance for each college or university attended. Include your major, expected date of graduation, and degree in progress (or earned previously if applicable).
- **Work Experience** - For each entry include the following: job title, employer's name and address, duties and accomplishments, starting and ending dates (month and year), hours per week, and salary.

2. **Cover Letter**

150-200 words stating your interest in the work of Federal Student Aid, your objectives and expectations of an FSA Student Internship, and how these relate to your career goals. **If you currently receive financial aid, please mention this in your letter.**

3. **Undergraduate/Graduate Transcript**

An official or unofficial copy of your transcript from the school you are currently enrolled in. Transcripts must include your name and social security number.

Applications will not be considered unless all three required items are included. Please mail **complete** applications (along with the MASFAA Scholarship for FSA Interns Application contained within this packet) to:

**FSA/MASFAA Summer Internship Program
c/o Shawn Bennett, Associate Director
Harvard University Graduate School of Education
Financial Aid Office
13 Appian Way, Longfellow Hall 11
Cambridge, MA 02138**

***Students who apply for and receive the summer internship may be eligible for a MASFAA Scholarship for FSA Interns of \$3500 for room and board subsidy while in Washington, DC. Please review the scholarship information and application included in this packet or contact Shawn Bennett at shawn_bennett@gse.harvard.edu with questions.**



MASFAA Scholarship for FSA Interns Summer 2006

The Massachusetts Association of Student Financial Aid Administrators (MASFAA) is pleased to offer the MASFAA Scholarship for FSA Interns. The MASFAA Scholarship was established to encourage current students to seek careers in financial aid. MASFAA is a non-profit organization whose mission is to promote professional preparation, financial aid awareness, and recognition of administrators and counselors of student financial aid in institutions of post-secondary education, government agencies, foundations and private business.

Each summer, through the FSA Student Internship Program, students from around the country are brought to Washington, D.C. to spend 10 weeks from June 5 to August 11, 2006 working directly on exciting projects throughout the agency. MASFAA will select one recipient awarded a position in the 2006 FSA Student Internship Program for the MASFAA Scholarship for FSA Interns. The student selected for this scholarship will receive a \$3500 housing stipend to help subsidize living costs in Washington, D.C. The student will also earn \$11 to \$18 an hour through the internship. Program details and additional application information for the FSA Student Internship are available at www.interns.sfa.ed.gov.

Requirements for the MASFAA Scholarship for FSA Interns:

- Apply to FSA Student Internship Program by **March 17, 2006**. Information on applying for the FSA Student Internship can be obtained within this packet or at www.interns.sfa.ed.gov.
- Complete the MASFAA Scholarship application by **March 17, 2006**. If you need an application for the scholarship, please visit www.masfaa.org for an application packet.
- Include two professional letters of recommendation and a current resume with your application.
- Be available for an interview with the MASFAA selection committee.
- If selected, write a short article for the MASFAA newsletter outlining your experience in the FSA Internship Program.

Selection criteria:

- Applicants must be an undergraduate or graduate student currently enrolled at a MASFAA institution (within the State of Massachusetts) on a ½ time basis or greater.
- Applicant must be a U.S. citizen or permanent resident.
- Applicants who have prior experience working in a financial aid office or in another student service environment will be given preference.
- Applicants must have received and accepted a position in the FSA Student Internship Program for Summer 2006.

SEND ALL COMPLETED APPLICATION MATERIALS AND LETTERS OF REFERENCE TO:

**FSA/MASFAA Summer Internship Program
c/o Shawn Bennett, Associate Director
Harvard University Graduate School of Education
Financial Aid Office
13 Appian Way, Longfellow Hall 11
Cambridge, MA 02138**



**MASFAA SCHOLARSHIP for FSA INTERNS APPLICATION
Summer 2006**

Application Deadline: March 17, 2006

Return All Materials to: FSA/MASFAA Summer Internship Program
c/o Shawn Bennett, Associate Director
Harvard University Graduate School of Education
Financial Aid Office
13 Appian Way, Longfellow Hall 11
Cambridge, MA 02138

Name: _____

Permanent Address: _____

Permanent Phone Number: _____

Local Address: _____

Local Phone #: _____ E-mail: _____

Institution of Enrollment: _____

Year in School: _____ Major: _____

Ethnicity (optional): _____

Are you a graduate or undergraduate student in 2005/2006? _____

Do you currently receive financial aid? (Include specific types and any scholarship awards)

Please note that students must be attending an institution within the State of Massachusetts on a ½ time basis or greater. Attach a letter explaining what experience (if any) you have working in a financial aid office or in any capacity related to student service. Also, include a synopsis of why you are interested in the FSA Student Internship Program.

Please attach two letters of recommendation and a current resume to this application.

Questions regarding the application process may be directed to Shawn Bennett at shawn_bennett@gse.harvard.edu.