

EMAIL RESUMES TO kahelms@nsa.gov

As an entry-level Business Manager in the **Business Manager Development Program (BMDP)**, you will be assigned to work on a variety of teams across the breadth of the NSA. As an intern in this program, you will be required to complete four, nine-month rotational assignments in selected areas within the NSA that are chosen specifically to maximize your exposure to all functional components. You will be a part of a team that will handle projects that will range in size, complexity, and subject matter and will encompass all that is involved in providing new and improved intelligence capabilities and products to our customers.

Responsibilities:

You will be responsible for the formulation and coordination of program/budget estimates; development of acquisition strategies and procurement planning schedules; staffing procurement requests through approval and certification cycles and myriad other associated activities. You will gain invaluable experience under the supervision of this Agency's most experienced Business Managers as well as being exposed to a truly representational cross-section of the National Security Agency during one of the most dynamic times in its history.

Qualifications:

To qualify for this program, you should possess a Bachelor degree in a Business related field (Finance, Economics, etc.) with a minimum 3.0 GPA preferred.

Applicants should have no more than two (2) years of Business Management work experience.

Applicants who are accepted into the program will agree to commit three (3) years to the Business Manager Development Program (BMDP). During this three-year commitment, each participant will:

- Receive training in federal acquisition and finance management to attain level-2 certification in accordance with the criteria set forth in the Defense Acquisition Workforce Improvement Act (DAWIA) for Business, Cost Estimating, & Financial Management
- Take 6 graduate-level courses toward a Master's degree in a Business field
- become a Certified Defense Financial Manager (CDFM) through additional Department of Defense training
- Complete additional NSA/CSS specific training as specified

Upon completion of the initial three-year rotational period, graduates will be required to remain at NSA/CSS in a business management position for an amount of time equal to their internship. Failure to complete this post-internship work requirement will create a liability for the participant to repay the cost of training and certifications received while in the program.

U.S. Citizenship is required for all applicants. A security clearance must be granted prior to employment and you will be required to undergo extensive pre-employment processing. This includes: aptitude testing; and interview with a psychologist and a security interview conducted with the aid of a polygraph; and a personnel interview. The final stage of processing will be successful completion of a background investigation.

Reasonable accommodations will be provided to applicants with disabilities during the application and hiring process where appropriate. NSA is an equal opportunity employer and abides by applicable employment laws and regulations. All applicants and employees are subject to random drug testing in accordance with Executive Order 12564. Employment is contingent upon successful completion of a security background investigation and polygraph.