

**DoD SkillBridge Internship**  
**Army Career Skills Program (CSP)**  
**Audio Visual Information Specialist (GS-11)**  
**U.S. Customs and Border Protection (CBP)**  
**U.S. Border Patrol (USBP)**  
**Office of Training and Development (OTD)**  
**Locations:** Artesia, New Mexico  
**Salary:** <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2025/general-schedule/>

### **IMPORTANT NOTE**

This opportunity is **OUTSIDE of USAJOBS.gov** and **ONLY** open to DoD SkillBridge and Army CSP interns who are **AT LEAST 11 MONTHS AWAY** from separation.

### **LOCATION**

U.S. Border Patrol Academy  
Artesia, New Mexico

### **MAJOR DUTIES AND RESPONSIBILITIES**

This position is located within the Department of Homeland Security (DHS), U.S. Customs and

Border Protection (CBP), Office of Training and Development (OTD), and serves in a developmental capacity under the leadership and guidance of a higher graded specialist.

The primary purpose of this position is to develop original designs, concepts and visual styles for publications, exhibits, presentations, and websites using various software design programs (e.g., Adobe Creative Suite, Microsoft Office Suite, and SharePoint) to elicit and deliver the intended message for multiple audiences or reduces the cost of production, installation, or maintenance of the visual product. Work includes graphic art production, visual information design, publication design, printing, and a variety of visual information designs.

Provides visual information concepts, services, and content in support of the U.S. Border Patrol Academy strategic communication efforts. Develops and implements state-of-the-art visual information products to convey intended message and response. Researches, recommends, and uses an assortment of technologies to encourage support for, understanding of, and adoption of agency program/policies for various targeted audiences. Develops and implements processes related to the creation and reach of visual products.

Designs and produces internal and external informational materials for SharePoint, Web, and for print using DHS/CBP guidelines. Works with content providers and subject matter experts, as needed, to obtain content, graphics, or images to develop a layout and design. Develops and shapes content for dissemination/publication via multiple

communication channels including, but not limited to, SharePoint, Internet posting, social media posting, and print materials.

Works with an online visual catalogue provided by the agency as well as online public domain and/or rights-managed photo libraries to locate images suitable for inclusion in various visual products, ensuring appropriate licensing is acquired and performing image editing when necessary.

Develops requirements for additional visuals and works with partners to acquire them. Collaborates with customers and subject-matter experts on proposals for video and still productions, and then executes the production from start to finish, providing updates on status, schedule, and distribution plan.

### **REQUIRED BASIC SKILLSET**

Extensive knowledge of visual arts methods, techniques, and materials to support visual product requirements and evaluate visual products prepared by outside personnel.

Extensive knowledge and use of visual production programs such as Adobe Creative Suite and Microsoft Office Suite, to create presentations and content for digital and hard copy distribution.

Ability to collaborate within a team and with subject matter experts and management to conceptualize and design products, in a variety of media, and achieve desired goals.

Demonstrated ability to create original graphics, charts, and other products to communicate a program's goals, challenges, and accomplishments with minimal guidance.

Skill in the development of original designs, concepts or visual styles for publications, presentation, social media, and/or Web that elicit and deliver the intended message where the program content and treatment of the subject are left largely to the discretion of the employee.

Skill in identifying ways for improving future materials.

With minimal to no support, ability to conceptualize and design multi-media visual products where no established format exists or where obstacles to the use of traditional approaches exists, and where the program content and treatment of the subject are left largely to the discretion of the employee.

Ability to communicate orally and in writing to describe concepts, processes, issues, technical advantages and disadvantages of various formats, styles, media, and methods of reproduction; suggesting those that will best meet the information objectives of each project.

Ability to review, acquire, and/or create and incorporate appropriate images, charts, diagrams, infographics, and other graphic material to enhance text, with minimal benefits from established formats and/or templates.

Demonstrates ability to meet very close deadlines.

**HOW TO APPLY**

Email [Jeffrey.R.Jack@cbp.dhs.gov](mailto:Jeffrey.R.Jack@cbp.dhs.gov) with SUBJ: **CBP – DoD SkillBridge – Army CSP – USBP - Office of Training and Development (OTD) – Visual Information Specialist (GS-11) – Artesia, NM**