

**DoD SkillBridge Internship**  
**Army Career Skills Program (CSP)**  
**Mission Support Assistant (GS-7)**  
**NON-REMOTE/IN-PERSON ONLY**  
**U.S. Customs and Border Protection (CBP)**  
**Location: Ogdensburg (NY)**

**IMPORTANT NOTE:** This opportunity is **ONLY** open to DoD SkillBridge and Army CSP participants who are **AT LEAST 11 months AWAY** from separation.

**REQUIRED BASIC SKILLSET**

**PUBLIC AFFAIRS.** Assists in responding to and interacting with the public to convey standard information on the mission of CBP. Assists in preparing press releases and in planning for public affairs campaigns, e.g., arranges for meeting space and drafts handouts. Coordinates, develops, and disseminates information material to various target audiences using all types of available media including radio, television, workshops, and seminars, using printed material, posters, etc. Drafts and develops information material to employees to inform and maintain awareness of agency plans and programs.

**FINANCE AND BUDGET.** Assists in receiving and apportioning budget allocations for the organization following established criteria. Tracks budget transactions such as obligations, expenditures, transfers and reimbursements in order to ascertain the status of funds. Coordinates administrative requirements for reprogramming and transferring funds between accounts and offices serviced. Assists in preparing budget requests by compiling data and by preparing justification statements based on information provided by senior Mission Support Specialist. Assures all conditions, e.g., receipt of all items ordered, have been met for paying vouchers and invoices. Prepares a variety of recurring and ad hoc budget and accounting reports based on established practice. Maintains contact with the Office of Finance and other national office elements in order to resolve routine problems and determine their causes.

**PROCUREMENT, LOGISTICS AND PROPERTY MANAGEMENT.** Coordinates and monitors the organization's property management and space utilization programs. Leads the annual physical inventory of nonexpendable property and equipment, reconciles discrepancies, and maintains documentation. Assists managers with planning and implementation of physical moves, e.g., develops floor plans and accommodates special equipment requirements. Coordinates telephone service requirements with users, security and the telephone company. Reviews telephone billings to prevent overcharging and misuse of phone service. Procures routine equipment and services using the bankcard. Assists with routine procurements by preparing purchase orders and supporting documents, as required. Researches potential suppliers and works with appropriate staff to procure needed goods. Assists with setting up blanket purchase agreements covering service, repairs, rentals and maintenance.

WORKFORCE MANAGEMENT. Acts as a liaison between the organization and the CBP Hiring Center and Processing Center. Provides assistance to higher graded Mission Support Specialist with various workforce management procedures. Enters personnel actions in appropriate automated systems, assuring that they are appropriate and complete. Resolves discrepancies with the appropriate party. Assists with monitoring performance management compliance and developing individual training plans as required. Researches training opportunities to fit specific needs and assists in arranging in-house training sessions. Maintains the organization's personnel files and records. Compiles various recurring and ad hoc reports. Maintains current vacancy and onboard data and table of organization. Advises management of payroll changes and works to resolve payroll problems with the national payroll staff.

MANAGEMENT ASSISTANCE. Establishes, maintains, and monitors a variety of records and statistical data regarding the administrative services provided. Participates in preparing workload and productivity reports, gathers and compiles data to be used in evaluating areas for process improvements; enters data into database programs; evaluates data for patterns or trends; and generates various management reports. Drafts local procedures for the organization, as requested.

OFFICE AUTOMATION: Assists users in the organization with software, hardware, and automation problems, as requested. Uses various software packages, such as word processing, spreadsheets, databases, desktop publishing, etc., to produce, store, and retrieve a variety of information and presentations. Automates administrative reports by considering the information, its uses, and form (e.g., a new format that presents budget obligations, training, travel, and staffing information to assist managers in making planning and budget decisions.) Provides general clerical support to the organization in all areas of mission support as needed.

**How to Apply:**

Email [Jeffrey.R.Jack@cbp.dhs.gov](mailto:Jeffrey.R.Jack@cbp.dhs.gov) with SUBJ: **CBP – DoD SkillBridge and Army CSP Internship– (Mission Support Assistant – Ogdensburg, NY)**