

**DoD SkillBridge Internship
Army Career Skills Program (CSP) Opportunity
Mission Support Assistant – Generalist (GS-7)
NON-REMOTE/IN-PERSON ONLY
U.S. Customs and Border Protection (CBP)
Office of Field Operations (OFO)
Austin Texas Port of Entry**

Location: Austin International Airport, Austin, Texas

Salary: If hired post internship this position starts at a salary of \$49,025.00 (GS-07, Step 1) to \$63,733.00 (GS-07, Step 10).

IMPORTANT NOTE: This opportunity is only open to Army CSP & DoD SkillBridge participants on active-duty who are **AT LEAST 11 month AWAY** from separation.

LOCATION Austin International Airport, Austin Texas

MAJOR DUTIES AND RESPONSIBILITIES

This position will allow you to perform a variety of general clerical duties and provide administrative support to managers and staff. Apply for this exciting opportunity to strengthen the Department's ability to protect the homeland by analyzing and refining existing work methods and developing new methods and procedures.

Typical work assignments include:

Assisting in one or more administrative support areas which include budget, logistics and procurement, human resources, and records and files management. Using various software packages such as word processing, spreadsheets, and databases.

Developing, maintaining, and preparing reports and office records
Coordinating and monitoring the organization's property management and space utilization programs.

Providing assistance to higher graded Mission Support Specialist with various workforce management procedures.

HOW TO APPLY

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: **CBP – DoD SkillBridge – Army CSP – Austin (TX) – Mission Support Assistant – Generalist (GS-7) – NON-COMP-NON-REMOTE**