

DoD SkillBridge Internship Opportunity
Mission Support Assistant (GS-7)
U.S. Customs and Border Protection (CBP)
Laboratories and Scientific Services Directorate (LSSD)

Location: Long Beach (CA)

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 internship candidates who are **AT LEAST 11 months AWAY** from military separation.

SALARY IF HIRED

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MAJOR DUTIES AND RESPONSIBILITIES

Mission Support Specialist Assistant opportunities in various administrative areas including, but not limited to: reception, customer service, purchasing, property, warehouse, fleet, records management, communications, and processing.

A Mission Support Specialist Assistant assists in providing administrative duties relative to the assigned department. These duties may fall under the following programs: budget, purchasing, facilities, quality control, property, fleet, human resources, policies, health and safety, security, data bases, SharePoint, and training.

In these positions, you will strengthen the Department's ability to protect the homeland by becoming a valuable member of a team of administrative professionals. Your job will include:

Assist Mission Support Personnel with data entry (Microsoft Excel), conducting inventories, excess of government items, procurement of supplies and services, and vehicle-related tasks

Assist Laboratory Technician Personnel with preparing and processing reports, filing, printing, and laboratory sample intake

Assist with laboratory records management program

Develop databases for tracking various programs such as training, purchase card, and reports

Assist Administrative Staff with front office duties such as: customer service, postal and mail services, answering phones, and communication with internal and external personnel

Provide administrative assistance to Quality Manager

Assist Administrative Branch Chief with facility matters

HOW TO APPLY

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: **CBP – DoD SkillBridge – Army CSP - Laboratories and Scientific Services Directorate (LSSD) – Mission Support Assistant (GS-7) – Long Beach (CA).**