

Intern/Co-Op Service for High School Seniors

School to Employment at PennDOT (STEP)

Secondary School Intern

Definition

High school seniors in any major are hired to support a variety of PennDOT functions, including areas in skilled trades, professional/technical/business, and administrative/clerical work. Students who's *Job Applications* match agency *Work Plans* will be referred for an interview. Students will need to interview for jobs before a job is offered.

Opportunities will be determined by the number of agency *Work Plans* and student *Job Applications* received.

This paid internship/co-op program runs 9 or 12 months. Students divide their school day between school and work. Students age 17 may work up to 28 hours per week on school days and those 18 or older may work up to 30 hours per week. During non-class periods such as summer and holiday/seasonal breaks, students may work up to 30 hours per week, regardless of age. Students are to be offered at least three hours of work each day in attendance.

Requirements

Students must meet each of the following to be eligible:

- Complete the junior year of high school
- Be at least 17 years old
- Possess a grade point average of at least a B
- Have satisfactory attendance according to school guidelines
- Be permitted to work in the United States
- Attend a school that offers a co-op/internship program

Wage Rate: \$7.75 per hour

To Apply

Student application packages will be accepted from only participating schools. Applications submitted directly from students, parents/guardians, or others on their behalf cannot be considered.

- [Statement of Understanding \(P49\) \(student, parent or legal guardian, and school\)](#)
- [Student Application/Eligibility Verification form \(P-50\) \(student, parent or legal guardian, and school\)](#)

Hiring Periods

Applications for the STEP program will be taken between April 1 and June 30 for the 12-month program that begins in July OR between July 1 and the start of the academic school year for the 9-month program that begins in August/September, with both sessions concluding upon the student's graduation. EARLY APPLICATIONS ARE STRONGLY ENCOURAGED.