



SOCIAL SECURITY

Please contact me about developing a partnership between UMass Amherst and the Social Security Administration for internship opportunities. Our agency provides a nationwide program called the Volunteer Internship Program (VIP) that provides non-paid internships for students seeking meaningful work experience related to their academic studies. The work assignment may be in exchange for academic credit(s) based on the educational institution's requirements. The VIP:

- Provides exposure to the work environment as a means of developing the student's work ethic;
- Provides the student an opportunity to become involved in early career exploration;
- Enhances the student's knowledge in new or developing occupations and professions and
- The student receives on-the-job training in order to perform his/her work assignment.

Position duties:

- Meet with the public to educate and assist them with electronic service options
- Gain a working knowledge of our website and promote it to the public
- Assist clients complete required forms for disability benefits and redeterminations
- Work with Claims Specialists to follow-up with clients on needed documents
- Assorted administrative duties

Skills needed:

- Good interpersonal skills
- Ability to work in a team setting
- Ability to work in a fast paced environment

Majors:

- Communication Media
- Management
- Social Service
- General Studies

How To Apply

Please submit the following documents to: Mail: C/O SSA, Nancy Roque, 200 High St, 2nd FL, Holyoke, MA 01040 Fax: (413) 536-4305 or email: nancy.roque@ssa.gov

- Cover Letter;
- Unofficial transcript; and
- Resume

NOTE: Prior to the start of the assignment, the student is required to undergo any personnel security and suitability screenings and comply with the same confidentiality requirements and disclosure restrictions as regular employees

Can you please give this information to the appropriate academic advisors for approval of course credits and student referrals. Please let me know if you need further information about this opportunity.

Thank you!

Nancy Roque

Social Security Administration

District Manager

200 High Street

Holyoke, MA 01040

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