Import Specialist Student-Trainee

This position is located in a Department of Homeland Security (DHS) facility (port of JFK Airport, Queens, New York.) It is established to provide a coordinated program of formal education (at an approved institution of higher learning) and on-the-job experience intended to orient the incumbent to a profession work environment and, in particular, to the procedures and techniques involved in accomplishing the DHS mission.

Serves as a Student Trainee accomplishing duties which are designed to train the incumbent in the fundamentals of customs entry, appraisement and liquidating techniques and their application; orientation in policies, regulations and practices; to help in acquiring a working knowledge of pertinent guidelines and methods; and to become familiar with the various forms, invoices and other documents used.

Basic office skills (clerical, filing, data input) and knowledge of person computers and associated software programs (e.g. word processing, database, spreadsheet, mainframe, etc.) to retrieve and sort information from files or records and to prepare documents such as letters, memoranda and statistical reports would be a plus.

Candidates must be:

- Enrolled in ITM program
- At least 16 years old.
- Taking at least a half-time course load as determined by FIT
- Able to complete 640 hours of work experience prior to graduation (usually a Sophomore at time of starting the application process)
- Able to pass a drug-test and Background Investigations

For additional information or to apply, see Professor Connie Passarella, Career Services, in Room B216

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