

How to Search and Apply for Internships at Sandia National Laboratories



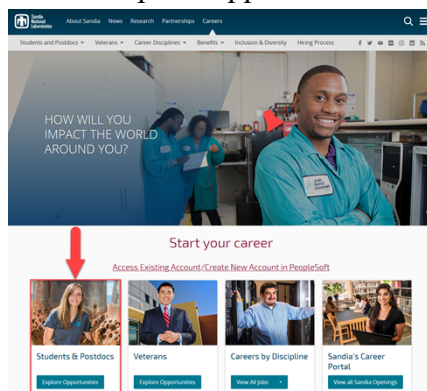
Are you interested in applying for a student internship at Sandia? Sandia has many available opportunities for students who are seeking year-round, co-op, or summer internships. We offer a wide variety of R&D, Technical, Business, Laborer and Clerical internships for students ranging from high school (ages 16+) to those pursuing an undergrad or graduate degree. Most internship positions will be available for students at the college undergraduate and graduate levels in R&D, Technical and Business disciplines. However, Sandia does offer internship opportunities for clerical and laborer students.

All internships are paid, and some may include relocation benefits based on eligibility requirements. Relocation benefits do not include housing stipends. Students must pay for their own housing during their internship. Sandia internships can be highly competitive, and it is recommended that students apply to multiple positions that are of interest to them for additional consideration.

Frequently Asked Questions

How do I find and view open intern positions on Sandia's career site?

- Visit sandia.gov/careers
- Click on explore opportunities under the “[Students & Postdocs](#)” section



- Click on [Internships & Co-Ops](#) to learn more about the program and to see all current openings





How do I apply for an internship?

- Once you've identified an internship that you want to apply for, select "Apply for Job"

Job Description
More Actions +

Previous Job Intern Concentrating Solar Technologies Technical Undergraduate Year Round Next Job >

Job ID 690411 Full/Part Time Part-Time
Location Albuquerque, NM Regular/Temporary Temporary

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What Your Job Will Be Like

We are seeking a year round Technical Undergraduate Intern in the Concentrating Solar Technologies Department to assist our technologists staff with the improvement and modernization of the test capabilities at the National Solar Thermal Test Facility (NSTTF), the premier Concentrating Solar Test Facility for renewable energy. The summer intern will assist in updating the electrical systems at our National Solar Thermal Test Facility that include a 6 MWh heliostats field with 214 heliostats, a 200 ft solar tower with multiple test beds, optical characterization tools, a 1.5 MWth solar furnace, prototyping and custom test stands, and long range heliostat analysis tools.

- This will prompt you to sign into your user account or create a new one

Sign In

* Indicates required field

*User Name
*Password

Acknowledge and Sign In

Forgot User Name | Forgot Password

Are you a new user? Register Now

- Once signed in, complete the application pages, and attach your resume when prompted
- Save or print the job posting for future reference

How do I register to receive email notifications about current or future job postings?

- To register a new user account, go to <http://www.sandia.gov/careers/search-openings.html>
- To register, click on *New User* and complete your registration
- If you've already registered, click the *Sign In* button and enter your *Username* and *Password*. Filter by the Student Job Family or use keywords to search by specific postings
- Save your Search
 - Select the Save Search Button

Search Jobs
Clerical →

Search Tip
Clear Search

Apply Without a Job ⓘ

5 jobs found for: "Clerical"

Save Search

- Enter a unique name for your Search (i.e. Engineering)
- Click the box "Email me when new jobs meet my criteria"
- Enter your email address
- Select Save Search

Cancel Save Search Save

* Indicates required field

*Search Name CLERICAL INTERN

Email

☒ Email me when new jobs meet my criteria

*Email To janedoe@gmail.com

Email notifications will be sent within 24 hours each time a new job is posted that meets your criteria.



How often does Sandia post internships and during what time of the year?

- Sandia posts year-round, co-op internships throughout the year
- Summer internships are generally posted between the months of August through mid-March
- All internship positions will be posted for a minimum of 7 days and new ones are posted frequently. Be sure to check the careers site weekly for new openings
- To be considered for an internship, students must apply online for each position individually. Ensure your resume is updated with your expected graduation date

What are the eligibility requirements for internships at Sandia?

- Students must be at least 16 years of age
- Enrolled full time at an accredited college, university, or local high school
 - Full time enrollment for undergraduate students is typically 12 credit hours and 9 credit hours for graduate students unless otherwise determined by their institution
 - Year-round/co-op interns must be enrolled full time during the academic year (spring, fall and winter)
 - Summer interns must be enrolled full time during the spring term preceding the summer internship
- Minimum cumulative grade point average (GPA)
 - R&D, Technical, & Business interns applying for a high school, undergraduate or graduate internship must have a 3.0/4.0 GPA
 - Clerical or Laborer interns must have a 2.5/4.0 GPA
- For R&D, Technical or Business internships students must be pursuing a degree in a related field of study
- U.S. citizenship for positions that require security clearances or as stated in the job posting
- Students must be officially accepted to their pursued degree program and be taking equivalent-level coursework within the program to be eligible to apply for high school undergraduate or graduate positions.
 - **What if I am in a dual BS/MS degree program?** If you're in a dual degree BS/MS program and have met all requirements below, then you may be eligible for a graduate internship. If the following does not apply, then please apply to an undergraduate internship posting.
 - Officially accepted in graduate program (not just dual degree program)
 - Graduate program acceptance must specify spring prior to summer internship or earlier
 - Enrolled full time in graduate level course work for spring prior to summer internship; graduate course work taken prior to acceptance into graduate program does not count as being enrolled as graduate student.
 - **What if I am in a HS/BS dual credit program?** If you're enrolled in a HS/Dual Credit program and meet all requirements below, then you may be eligible for an



undergraduate internship. If the following does not apply, then please apply to a high school internship.

- Earned a high school diploma in the fall term preceding the summer
- Officially accepted into undergrad program (not just dual degree program)
- Enrolled full time in undergrad program for spring prior to summer
- **Am I eligible for a graduate summer internship if I graduated in the spring semester with an undergrad degree?**
 - No, students graduating in the spring must apply for an undergraduate internship for the summer. To be considered for a graduate internship, you must have earned your bachelor's degree in the fall and be accepted and enrolled full time in your graduate program in the spring preceding the summer internship.

How long is the hiring process?

- The hiring process for selected candidates can take up to six to eight weeks depending on various factors
- Selected applicants must also have a favorable pre-employment background review and drug screen results during this time

Do I need a security clearance for an internship?

- Many positions require a U.S. Department of Energy security clearance (based upon the work assignment) and will be identified within the job posting

To learn more about all internship opportunities, eligibility requirements and intern benefits please visit the [Internships & Co-Ops](#) homepage. Review the [Institute Programs](#) page to learn more about Sandia's Technical Intern Institutes.