

***INTERNSHIP OPPORTUNITIES  
WITHIN THE FEDERAL GOVERNMENT***

This is my office's annual publication of internship opportunities within the federal government for undergraduate, graduate and law students. The information contained in this publication was provided by federal departments and agencies at my request and, unfortunately, does not include every available opportunity. However, I hope you will find the information useful. Please distribute this guide to as many potential applicants as possible.

**2012 DEMOCRATIC NATIONAL CONVENTION COMMITTEE**

The Democratic National Convention Committee is currently accepting applications from undergraduate and graduate college students to serve as summer interns. The program is open to students at colleges and universities across the country and is a unique opportunity to take part in the behind-the-scenes events of the Democratic National Convention. DNCC interns perform a wide range of responsibilities, including assisting senior staff, preparing memos, attending meetings and events, acting as the first point of contact to the convention by answering phones and greeting visitors at the front desk, assisting with special projects, and any other duties that are needed by the department head. Each intern will be placed in one of six departments: office of the CEO, office of the chief of staff, technology, intergovernmental affairs and outreach, operations, legal, communications and office of the senior advisor.

- Website: <http://www.demconvention.com/internship-application.asp>
- The deadline to apply is March 30, 2012
- Interns will serve from May 28 through August 10 and will work out of the DNCC headquarters in uptown Charlotte.

**OFFICE OF PERSONNEL MANAGEMENT**

The Office of Personnel Management (OPM) provides two unique employment information systems for students seeking federal job opportunities. Both systems are excellent resources for information about opportunities compatible

with personal qualifications, career interests and geographic preferences. The database for each system is updated every business day. Potential applicants are encouraged to check the systems on a regular basis to view new listings; however, both systems offer a feature whereby a job seeker can receive automatic job alerts. This special feature allows the job seeker to set up “job agents” that automatically search for certain jobs and then report back to them when such jobs are announced.

**STUDENTJOBS:** Located online at <http://www.studentjobs.gov/>, this Web site is a joint project between OPM and the U.S. Department of Education. Studentjobs.gov is specifically designed for students and provides information on how to apply for jobs, how to build a resume and current federal government job opportunities. In addition, there is a link to e-Scholar that provides information students, parents and career professionals on different educational opportunities offered by the federal government, including internships.

**USAJOBS:** Located online at [www.usajobs.opm.gov](http://www.usajobs.opm.gov), this Web site is intended for persons seeking federal employment in general. However, it also includes job opportunities of potential interest to student job seekers. The database typically has more than 17,000 job vacancies listed at any one time. In addition to the online access, the USAJOBS database may be accessed through an interactive voice response system at (703) 724-7850.

## **AMTRAK**

The National Railroad Passenger Corporation, also known as Amtrak is a quasigovernmental corporation that was organized to provide passenger train service throughout the United States. Amtrak employs nearly 19,000 people. It operates passenger service on 21,000 miles of track connecting 500 destinations in 46 states. Amtrak offers two unpaid internship programs:

**Government Affairs-** Responsibilities for an intern in the Government Affairs office include researching and writing papers and reports on congressional issues, preparing correspondence, attending and reporting on congressional hearings, providing documents to congressional offices and analyzing legislative proposals, as well as attending internal Amtrak meetings.

**Corporate Communications-** Responsibilities for an intern in the Corporate Communications office include researching, assisting with

writing and editing corporate press releases and other collateral materials, producing media kits, developing and maintaining key media lists, researching, writing and editing Amtrak's employee newspaper and participating in the development of internal and external communications plans and projects.

- Web site: [www.amtrak.com](http://www.amtrak.com)
- Contact: Julie Soesbee, Amtrak Government Affairs, (202) 906-2008 DIRECT, (202) 906-3865 FAX
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

### **BIPARTISAN POLICY CENTER**

The Bipartisan Policy Center (BPC) drives principled solutions through rigorous analysis, reasoned negotiation, and respectful dialogue. As the only Washington, DC-based think tank that actively promotes bipartisanship, the BPC works to address the key challenges facing the nation. The Bipartisan Policy Center (BPC) offers full-time summer internships each academic semester. Summer interns are paid \$12.50/hour for up to 10 weeks of work (cap of \$5000). Qualified candidates will be highly motivated and energetic self-starters. Interns will assist individual projects and departments in several capacities and should be enthusiastic about working on a variety of tasks. Candidates must be team players and express an interest in one of the BPC's various policy projects or functional areas: national security project (foreign affairs/homeland security), energy project, health project/nutrition initiative, debt reduction task force, housing commission, democracy project, communications, development or government relations.

- Candidates should submit a resume, writing sample, transcript and two references.
- Application deadline is April 15, 2012.
- Materials should be submitted via email to [bpcinternships@bipartisanpolicy.org](mailto:bpcinternships@bipartisanpolicy.org).
- For more information, visit [www.bipartisanpolicy.org](http://www.bipartisanpolicy.org).

### **BROADCASTING BOARD OF GOVERNORS**

The Voice of America (VOA) is an international multimedia broadcasting service founded by the U.S. government through the Broadcasting Board of Governors. VOA broadcasts more than 1,000 hours of news, informational, educational and cultural programs every week to an audience of more than 100 million people worldwide. VOA programs are produced and broadcast in 44 languages

through radio, satellite television and the internet. VOA offers internships at its global headquarters in Washington, DC. The internship program is designed to provide current students with an opportunity to learn about broadcasting and the supporting areas of VOA. A preferred candidate would demonstrate skills in news writing for television, radio and internet; TV/radio broadcasting and production; audio/visual editing; web page design; professional graphic design; camera, lighting and studio operations; broadcast systems engineering; translation and copy editing; financial planning and human resources management and research.

- Eligible applicants include current undergraduate and graduate students
- Knowledge of one or more (including English) of the 44 VOA broadcasting languages
- Candidates should submit a cover letter and resume, including additional materials that demonstrate relevant experience such as a writing sample or demo tape.
- Applications and supporting materials are due 6-12 weeks before desired start date; applications are accepted on a rolling basis.
- Contact: Janice Albritton-Pollock, International Broadcasting Bureau, 330 Independence Ave, SW, Room 1543, Washington, DC 20237, (202) 619-3117 DIRECT, (202) 205 8427 FAX, [jalbritt@IBB.gov](mailto:jalbritt@IBB.gov)  
Stephanie Wilcox, Voice of America, 330 Independence Ave, SW, Room 3310, Washington, DC 20237, (202) 203-4509 DIRECT, (202) 203-4513 FAX, [Swilcox@voanews.com](mailto:Swilcox@voanews.com)

### **UNITED STATES COMMISSION ON CIVIL RIGHTS**

The U.S. Commission on Civil Rights is an independent, bipartisan agency first established by Congress in 1957. It is directed to (1) investigate complaints alleging that citizens are being deprived of their right to vote by reason of their race, color, religion, sex, age, disability or national origin or by reason of fraudulent practices; (2) study and collect information relating to discrimination or a denial of equal protection of the laws under the Constitution because of race, color, religion, sex, age, disability or national origin or in the administration of justice; (3) appraise federal laws and policies with respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, disability or national origin or in the administration of justice; (4) serve as a national clearinghouse for information in respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, disability or national origin; (5) submit reports, findings and recommendations to the President and Congress and (6) issue public service announcements to discourage discrimination or denial of equal protection of the laws.

- Web site: <http://www.usccr.gov/>

#### **OFFICE OF THE GENERAL COUNSEL**

The Commission's Office of the General Counsel seeks law school interns for the fall, spring and summer terms. Law clerk duties include, but are not limited to: (1) legal research and writing in the areas of administrative law, election law and regulatory law; (2) legal drafting and editing and (3) general administrative support for the Office of the General Counsel. The EAC anticipates that it will hire up to two law clerks for the fall and spring semesters and up to three law clerks for summer placements.

#### **Requirements:**

- Enrollment in an ABA-approved law school pursuing a JD or LLM degree.
- An active interest and/or background in civil rights or civil liberties.
- Superior research and writing skills.
- The minimum time requirement is flexible but a commitment of 15-20 hours/week is preferred.
- Contact: Tamar Nedzar, Office of the General Counsel, U.S. Commission on Civil Rights, 624 Ninth Street NW, Suite 620, Washington, DC 20036, DIRECT (202) 556-3100, [tnedzar@eac.gov](mailto:tnedzar@eac.gov).

#### **OFFICE OF THE STAFF DIRECTOR**

The Commission's Office of the Staff Director seeks undergraduate, graduate and law school interns for the fall, spring and summer terms. The Staff Director, appointed by the President with the concurrence of a majority of the Commission, serves as the agency's administrative head and chief executive officer, responsible for providing leadership and direction to the agency's staff. Duties of an intern in the Office of the Staff Director will include (1) research and analysis of civil rights issues from both a legal and policy perspective; (2) legal, administrative and clerical tasks in support of the Commission's civil rights directives and projects of the Office of the Staff Director and (3) assistance in preparing for meetings and briefings, including but not limited to: preparing statements, drafting staff reports, reviewing witness biographies and preparing briefing books for the Commissioners and agency staff.

- Eligible applicants include undergraduate, graduate students and law students.
- Applicants should have an active interest and/or background in

- civil rights or civil liberties.
- Applicants should demonstrate superior research and writing skills.
  - The minimum time requirement is flexible but a commitment of 15-20 hours/week is preferred.
  - Contact: Christopher Byrnes, Attorney-Advisor, Office of the Staff Director, U.S. Commission on Civil Rights, 624 Ninth Street NW, Washington, DC 20036, (202) 376-7670 DIRECT, (202) 376-7672 FAX, [cbyrnes@usccr.gov](mailto:cbyrnes@usccr.gov).

### COMMISSION OF FINE ARTS

The Commission of Fine Arts is a design review agency for architectural projects in the District of Columbia. The Commission may consider a pre-doctoral candidate in architectural history to conduct research work. Other duties may include light filing and clerical tasks. The candidate must possess strong writing skills.

- Contact: Technical Information Specialist, Commission of Fine Arts, 401 F Street NW, Suite 312, Washington, DC 20001-2728, (202) 504-2200, [staff@cfa.gov](mailto:staff@cfa.gov).
- Web site: <http://www.cfa.gov>.

### U.S. COMMODITY FUTURES TRADING COMMISSION

As an independent agency which reports directly to the President, the mission of the U.S. Commodity Futures Trading Commission (CFTC) is to protect market users and the public from fraud, manipulation and abusive practices related to the sale of commodity and financial futures and to foster open, competitive and financially sound futures and option markets. The CFTC employs top-notch professionals with strong academic records and excellent analytical and problem solving skills for this important work. The CFTC also accepts interns throughout the year for high school students and those enrolled in undergraduate, graduate and doctoral academic programs on a paid and non-paid basis in certain cases students receive academic credit for their internship. Internships are offered in many of the CFTC program offices where students have career goals and interests in economics, law, financial regulation, investigation, information technology, human resources, budget and finance and education and training. The CFTC offers limited student internship opportunities via the following programs:

The *Student Volunteer Program (SVP)* offers unpaid internships to students who wish to gain experience related to their academic studies.

The *Student Career Experience Program (SCEP)* offers the opportunity to work year round, flexible rescheduling of work assignments, health and life insurance options and leave credit for vacations. This program is available to all students, including high school students, undergraduate, graduate and vocational/technical students. Opportunities include formal periods of work and study while attending school (requiring a commitment by the students, their school and the CFTC). Work experience is directly related to the student's academic field of study. Program participants will be eligible for permanent employment after successfully in completing the educational and work requirements.

The *Student Temporary Employment Program (STEP)* offers part-time work while school is in session and full-time work during summer and school breaks, flexible scheduling of work assignments and leave credit for vacations. The program is available to all students, including high school, undergraduate, graduate and vocational/technical students. Work periods are scheduled around school schedules. Work experience does not need to relate to the academic program being pursued and there is no eligibility for conversion to a permanent position.

The *Federal Career Intern Program* offers college graduates and experienced professionals interested in public service, an opportunity to participate in a paid two-year internship which prepares individuals for career in public service. The program provides training and on-the-job work experience in various career fields. Upon completion of the internship, candidates may be eligible for permanent placement.

- Web site: [www.cftc.gov](http://www.cftc.gov).
- Contacts: Angela Newcomb, Human Resources, Commodity Futures Trading Commission, Three Lafayette Centre, 1155 21<sup>st</sup> Street, NW, Room 4077, (202) 418-5003 DIRECT, (202) 418-5530 FAX
- Deadline: Positions are available throughout the year. Resumes specifying interest in an internship may be submitted at any time.

### **CONGRESSIONAL BUDGET OFFICE**

The Congressional Budget Office (CBO) provides the Congress with the objective, timely and nonpartisan analyses needed for economic and budgetary decisions. Interns contribute to CBO's work in program areas such as budget and tax policy, health care, national defense, the environment, education, retirement, income assistance, regulation and public investment.

Ideal candidates are pursuing graduate academic programs in economics, public policy/administration, health policy, financial management, mathematics, statistics, physics or engineering. Summer internships typically last for 10 weeks and include compensation based on academic level and work experience.

- Web site: [www.cbo.gov/employment/intern.cfm](http://www.cbo.gov/employment/intern.cfm).
- Students provide general information and submit their cover letter, résumé, references and unofficial transcripts or course information online.
- Deadlines: CBO will begin accepting applications for the 2011 Summer Internship Program in mid-December.
- Information about the internship and the application procedure will be posted on CBO's Web site
- Selections will be based on academic achievement, the relevance of academic work to CBO's responsibilities and work experience.

### **CONSUMER PRODUCT SAFETY COMMISSION**

The U.S. Consumer Product Safety Commission (CPSC) is charged with protecting the public from unreasonable risks of serious injury or death from more than 15,000 types of consumer products under the agency's jurisdiction. Deaths, injuries and property damage from consumer product incidents cost the nation more than \$700 billion annually. The CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical or mechanical hazard or can injure children. The CPSC's work to ensure the safety of consumer products - such as toys, cribs, power tools, cigarette lighters and household chemicals - contributed significantly to the 30 percent decline in the rate of deaths and injuries associated with consumer products over the past 30 years. The CPSC offers two student intern opportunities, the *Student Career Experience Program (SCEP)* and the *Student Temporary Employment Program (STEP)*.

- Web site: <http://www.cpsc.gov/about/student.html>.

*Student Career Experience Program* - The Student Career Experience Program offers the opportunity to work year round, flexible scheduling of work assignments, health and life insurance options and leave credit for vacations. The program is available to all students, including high school, undergraduate, graduate and vocational/technical students. Opportunities include formal periods of work and study while attending school (requiring a commitment by the student, their school and the CPSC). Work experience is directly related to the student's academic field of study. Program participants will be eligible for permanent

employment after successfully completing the educational and work requirements.

*Student Temporary Employment Program* - The Student Temporary Employment Program offers opportunities to work part-time while school is in session and full-time during summer and school breaks, flexible scheduling of work assignments and leave credit for vacations. The program is available to all students, including high school, undergraduate, graduate and vocational/technical students. Work periods are scheduled around school schedules, usually on a part-time basis while school is in session. Work experience does not need to relate to the academic program being pursued and there is no eligibility for conversion to a permanent position.

### **CORPORATION FOR NATIONAL AND COMMUNITY SERVICE**

The Corporation for National and Community Service provides opportunities for Americans of all ages and backgrounds to serve their communities and country through three programs: Senior Corps, AmeriCorps and Learn and Serve America. Members and volunteers serve with national and community nonprofit organizations, faith-based groups, schools and local agencies to help meet community needs in education, the environment, public safety, homeland security and other critical areas. Positions are unpaid. Prospective interns may apply for the volunteer/intern program by submitting a cover letter and resume to:

- Contact: Beverly McGoines, Office of Human Resources, Corporation for National and Community Service, 1201 New York Avenue NW, Washington, DC 20525, (202) 606-5000 x 322, Fax (202) 565-2782.
- Web site: [www.nationalservice.org](http://www.nationalservice.org).
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

### **COUNCIL OF ECONOMIC ADVISERS**

The President's Council of Economic Advisers (CEA) provides the President with objective economic analysis and advice on the development and implementation of a wide range of domestic and international economic policy issues. The Council has a Chairman and two Members who are Senate-confirmed Presidential Appointees. The staff of the Council consists of Senior and Junior Economists, Analysts, Research Assistants and a statistical and administrative staff.

The President's Council of Economic Advisers in Washington, DC offers full-time internships during spring and fall semesters and during the summer. Part-time applicants who can commit to at least 30 hours a week will be considered during the spring and fall semester. Interns at the CEA are responsible for assisting the staff in researching a wide range of macroeconomic, microeconomic and international issues, providing assistance in making charts and analyzing data. Administrative duties to support the work of the Council are also involved.

Applicants for the intern positions should be graduate students or full-time undergraduates with some economic coursework to their credit and have good writing and computer skills. All applicants must be U.S. citizens (no dual citizenships); at least 18 years of age and a full time student, enrolled in a degree-seeking program at an accredited academic institution. All internship positions at the Council of Economic Advisers are unpaid.

- Contact: Interested applicants should send a resume, transcript and cover letter via fax or e-mail to Rosemary Rogers, Intern Coordinator, President's Council of Economic Advisers, The White House, Washington, DC 20502, fax (202) 395-5013, [CEAInternships@cea.eop.gov](mailto:CEAInternships@cea.eop.gov).
- Web site: <http://www.whitehouse.gov/cea>.
- Deadlines: October 31 for Spring session (Jan-May); March 31 for Summer (June-Aug) and May 31 for the Fall session (Aug-Dec).

### **ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS**

The Administrative Office of the U.S. Courts supports the mission of the federal courts to provide equal justice under the law. Created in 1939 as the administrative arm of the judicial branch, the Administrative Office is dedicated to providing essential administrative, legal, financial, management, program and information technology services of the highest quality to the federal courts. The Administrative Office accepts interns throughout the year in many of its program offices and recruits students with career goals and interests in court administration and management, information technology, human resources, budget and finance, law, criminal justice, legislative and public affairs and education and training. The agency accepts interns throughout the year on a paid and non-paid basis and in certain cases students receive academic credit for their internship.

- Contact: Special Recruitment Services, Administrative Office of the U.S. Courts, AO Personnel Division, Suite G-200, (202) 502-1705, Fax (202) 502-4688.
- Web site: <http://www.uscourts.gov/>.

- Deadline: Vacancies are posted throughout the year at [www.uscourts.gov](http://www.uscourts.gov), [www.studentjobs.gov](http://www.studentjobs.gov) and [www.careerbuilder.com](http://www.careerbuilder.com).

## DEPARTMENT OF AGRICULTURE

The Department of Agriculture (USDA) provides national leadership on food, agriculture, natural resources, rural development and related issues based upon sound public policy, the best available science and efficient management. The Department's goals are to enhance the international competitiveness of American agriculture, enhance the competitiveness and sustainability of rural farm economics, support increased economic opportunities and improve quality of life in rural America, enhance the protection and safety of the Nation's agriculture and food supply, improve the Nation's nutrition and health and protect and enhance the Nation's natural resource base and environment. When President Abraham Lincoln established the USDA in 1862, he called it "the People's Department" because its programs served most Americans. Today the USDA employs over 100,000 individuals and provides services in all counties and states in the country, as well as in over 50 other nations.

Intern positions are available under the *Federal Student Educational Employment Program* and the *Student Volunteer Program*.

- Contact for General Information: USDA, Office of Human Capital Management, Attn: Human Capital Strategy Division, Room 320-W, Jamie L. Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9603, (202) 720-6104. Calls may be directed to Linda Campbell at (202) 720-2830 or Marilyn Jenkins at (202) 720-7168.
- Contact for Available Student Positions: For additional information on USDA's *Student Educational Employment Program*, visit <http://www.dm.usda.gov/employ/StudentProgramManagers.htm>.
- Web site: Student Opportunities, Internships and Scholarships - <http://www.usda.gov/da/employ.htm>.
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

## DEPARTMENT OF COMMERCE

The U.S. Department of Commerce's mission is to create the conditions for economic growth and opportunity by promoting innovation, entrepreneurship, competitiveness and stewardship. This mission continues to evolve, as a result of legislative and administrative additions, to encompass broadly the responsibility to foster, serve and promote the Nation's economic development and technological advancement. The Department fulfills this mission by:

- Participating with other Government agencies in the creation of national policy, through the President's Cabinet and its subdivisions;
- Promoting and assisting international trade;
- Strengthening the international economic position of the United States;
- Promoting progressive domestic business policies and growth;
- Improving comprehension and uses of the physical environment and its oceanic life;
- Ensuring effective use and growth of the Nation's scientific and technical resources;
- Acquiring, analyzing and disseminating information regarding the Nation and the economy to help achieve increased social and economic benefit and
- Assisting states, communities and individuals with economic progress.

The Department has jurisdiction over the Office of the Secretary, the Bureau of Industry and Security, the Economic and Statistics Administration, the Bureau of the Census, the Bureaus of Economic Analysis, the Economic Development Administration, the International Trade Administration, the Minority Business Development Agency, the National Oceanic and Atmospheric Administration, the National Telecommunications and Information Administration, the Patent and Trademark Office, the Technology Administration, the National Institute of Standards and Technology, the National Technical Information Service and the Office of Technology Policy.

A description of each Bureau/Office can be found by visiting the Department's Web site at [http://ohrm.os.doc.gov/Career/dev01\\_000329](http://ohrm.os.doc.gov/Career/dev01_000329) (click on Career Opportunities and then Contact List). For the Department's general student employment information, visit [http://ohrm.os.doc.gov/Career/prod01\\_001021](http://ohrm.os.doc.gov/Career/prod01_001021). Each Bureau/Office implements its own hiring program. Applicants should contact the bureau/office identified on this homepage for specific employment information.

- Contact: Valerie Revelez, U.S. Department of Commerce, Office of Human Resources Management, 14<sup>th</sup> and Constitution Avenue NW, Room 5119, Washington, DC 20230, [VRevelez@doc.gov](mailto:VRevelez@doc.gov).
- Web site: <http://www.commerce.gov>.

### **CENSUS BUREAU**

The Census Bureau serves as the leading source of quality data about the nation's people and economy by collecting data from the decennial census, the American Community Survey, the economic census, Foreign Trade and the 100+ other surveys conducted throughout the decade. The Census

Bureau honors privacy, protects confidentiality, shares expertise globally and openly conducts its work.

- Web site: Visit [http://www.census.gov/hrd/www/jobs/stu\\_temp.html](http://www.census.gov/hrd/www/jobs/stu_temp.html) to apply.
- Contact: U.S. Bureau of the Census, Human Resource Office, 4600 Silver Hill Road, Suitland, MD 20746, (301) 763-3420.

#### NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

The mission of the National Institute of Standards and Technology (NIST) is to promote U.S. innovation and industrial competitiveness by advancing measurement science, standards and technology in ways that enhance economic security and improve our quality of life. NIST offers student employment opportunities under the Student Career Experience Program (SCEP), the Student Temporary Employment Program (STEP) and the Student Service Volunteer Program. More information on these and other student programs may be found on the NIST web page at <http://www.nist.gov/hrmd/staffing/studentshome.htm>. This site provides descriptions of the various programs, application procedures and eligibility requirements.

- Contact: Jerry Chambers, National Institute of Standards and Technology, Human Resources Management Division, 100 Bureau Drive, Gaithersburg, MD 20899, (301) 975-3022 DIRECT, [Jerry.Chambers@nist.gov](mailto:Jerry.Chambers@nist.gov)
- Web site: [www.nist.gov](http://www.nist.gov)

#### U.S. PATENT AND TRADEMARK OFFICE

The U.S. Patent and Trademark Office (USPTO) has served the economic interests of America for more than 200 years. Its mission has provided inventors exclusive rights over their discoveries and assisted businesses in protecting their investments while promoting goods and services. The USPTO is located in Alexandria, Virginia.

Student employment opportunities include the following: *Student Education Employment Program (SEEP); Student Volunteer Program; Patent Experience Extern Program; Presidential Management Fellowship (PMF) Program and the Post Secondary Internship Program*. For students with an interest in engineering, science, business, finance, law and others, there may be paid or volunteer positions available. Students are encouraged to visit the USPTO Web site for more information, or contact the following:

- United States Patent and Trademark Office, 550 Elizabeth Lane, ETH-5A18, Alexandria, VA 22314, (571) 272-6185 or (800) 642-5670  
DIRECT, (571) 273-6185 FAX, Recruitment@uspto.gov
- Web site: [www.USPTOCareers.gov](http://www.USPTOCareers.gov)
- Applications may be submitted year round.

## DEPARTMENT OF DEFENSE

The Department of Defense (DoD) is responsible for providing the military forces needed to deter war and protect the security of the nation. Paid and volunteer positions within the Department may be available to qualified undergraduate and graduate students.

### WASHINGTON HEADQUARTERS SERVICES

The Washington Headquarters Services (WHS), Human Resources Directorate (HRD) provides human resources services to the Office of the Secretary of Defense, Washington Headquarters Services and a number of Defense Agencies and DoD field activities. HRD offers various types of programs and accepts paid and unpaid internships throughout the year to qualified undergraduate and graduate students. For detailed information regarding available programs, individuals should visit the Web site listed below.

- Contacts: Special Employment Programs Team, 2521 South Clark Street, Suite 3000, Arlington, VA 22202-3918, (703) 604-6071, Fax (703) 601-2288, specialprograms@whs.mil.
- Web site: <http://www.whs.mil/HRD>.

### DEPARTMENT OF THE AIR FORCE

The Department of the Air Force's mission is to defend the United States and protect its interests through air and space power. The Air Force offers two centrally managed and funded internship programs. The *PALACE ACQUIRE* and *COPPER CAP* intern programs provide full-time paid civilian employment opportunities for personal and professional growth in over 20 career fields with 2-4 years full-time, on-the-job training and performance-based annual salary increases while in training. Positions are filled throughout the United States. Entry level is normally \$35,116 per annum with target salaries ranging up to \$62,291 per annum, depending on the occupation. U.S. citizenship and mobility are required. Recruiting occurs on various college campuses throughout the United States during the fall and early spring and is advertised on USAJOBS (<http://www.usajobs.gov>) in June.

- Web site: <http://ask.afpc.randolph.af.mil> and click on Civilian, Employment, Career Intern Program.
- Contact number is toll-free (800) 847-0108.

### **U.S. ARMY CORPS OF ENGINEERS**

The U.S. Army Corps of Engineers (USACE) mission is to provide quality, responsive engineering services to the nation, including planning, designing, building and operating water resources and other civil works projects (navigation, flood control, environmental protections and disaster response, etc.). USACE provides design and construction management support to other Defense and federal agencies. Today as always, USACE stands ready – engineers, scientists, real estate specialists and administrators alike to meet national security, emergency and other national requirements. For employment information about the Corps, please visit its Web site at [www.usace.army.mil/employment](http://www.usace.army.mil/employment).

### **DEPARTMENT OF THE NAVY**

The Department of the Navy's mission is to support and defend the United States' national security interests through highly visible forward presence, expeditionary readiness and on-scene power projection capability. Close to a third of the Navy and Marine Corps is made up of civilian employees who serve in numerous capacities. The Navy offers paid employment opportunities nationwide to qualified high school, undergraduate and graduate students.

- Web site: <http://www.donhr.navy.mil>.

NAVSEA also offers a limited number of internships for college graduates in conjunction with the *Navy's Acquisition Intern* and *Financial Management Trainee Programs*. Both programs are highly structured, span two to three years in duration and consist of increasingly complex work assignments, supplemented by formal classroom training and job rotations. Tuition assistance is also available for continuing education. U.S. citizenship is required.

#### ***Acquisition Internships***

Acquisition professionals perform "cradle to grave" management of highly technical systems, equipment, facilities, supplies and services. The two-and one-half to three-year career development program is available in four fields: systems engineering, cost engineering, logistics and contracting.

- Contact: Interested students should email a cover letter and resume (as a separate attachment in Word) to Alex Lathers at [latherswa@navsea.navy.mil](mailto:latherswa@navsea.navy.mil) for consideration. Resume's must state the student's degree program's major (and minor, if applicable), GPA, educational institution and graduation date.
- Web site: Additional information on the program is available at <http://www.navyintern.cms.navy.mil>.

### ***Financial Management Internships***

This two-year career developmental program is available in the fields of accounting, budget or financial analysis. The program accepts degrees in all major fields of study including business, accounting, economics, liberal arts and the social sciences.

- Web site: Program requirements and application packages are available on the Navy's Financial Management Career Center Web site at <http://www.nfmc.navy.mil/cfntp.html>.

### **NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY**

The National Geospatial-Intelligence Agency (NGA) provides timely, relevant and accurate geospatial intelligence in support of national security objectives. Geospatial intelligence is the exploitation and analysis of imagery and geospatial information to describe, assess and visually depict physical features and geographically referenced activities on the Earth. NGA offers internships and cooperative education programs for students majoring in the following disciplines: astronomy, cartography, cultural area studies, environmental science, forestry, geodesy, geography (physical, political, demographic, or regional), geology, geophysics, hydrology, imagery science, international affairs, marine science, meteorology, photogrammetry, physical science, remote sensing, business, finance and accounting. Eligibility requirements and additional information are detailed on NGA's Web site.

- Contact: Cynthia Coleman, Kimberly Boone or Debra Fitzwater at (703) 755-5900.
- Web site: [www.nga.mil/careers](http://www.nga.mil/careers); click on Student Programs.
- Deadline: Applications may be submitted online throughout the year.

### **NATIONAL SECURITY AGENCY**

The National Security Agency (NSA) is America's cryptologic organization. It coordinates, directs and performs highly specialized

activities to protect U.S. information systems and produce foreign intelligence information. *College Intern Programs* support more than 120 participants majoring in areas including mathematics, computer science, electrical and computer engineering and liberal arts. NSA's internship programs are 12-week work assignments that include experience in computer network security, operations research technology, intelligence analysis, foreign language study and physical sciences. Some programs are aimed at graduate level study, including participants with master's degrees in technical fields. The following provides a description of NSA's intern programs:

The *Graduate Mathematics Program (GMP)* is a highly competitive program for exceptional graduate mathematics students. The program provides students with the opportunity to work directly with NSA mathematicians on missions-critical programs. Applicants must be enrolled in a mathematical graduate program and show evidence of successful work on an independent project in pure or applied mathematics or computer science.

The *Math Summer Employment Programs (MSEP)* allows students to collaborate with the top mathematicians in the country, solving problems critical to the success of NSA's missions. Participants have the opportunity to learn and develop cryptomathematical theory and to apply the theory to operational problems.

The nationally recognized *Director's Summer Program (DSP)* is a 12-week summer workshop for outstanding college mathematics students. Participants work with mathematicians on exciting cryptomathematical problems. The program is highly competitive and is intended primarily for college students between their junior and senior year; however, exceptional freshmen, sophomores and graduate students will be considered. The majority of participants continue on to pursue advanced degrees.

The *Summer Program for Operations Research Technology (SPORT)* is an internship program for graduate students in Masters or Ph.D. programs who have experience with computer programming languages. This program allows top graduate students who have highly developed operations research skills an

opportunity to apply their knowledge in the professional atmosphere.

The *Information Assurance Semester Intern Program (SIP/IA)* provides an opportunity for students who are concentrating in disciplines related to information assurance to earn while they learn. For the purposes of this program, information assurance encompasses scientific, technical and management disciplines required to ensure computer network security (e.g. mathematics, biometrics, physics, computer or electrical engineering, computer science, computer programming, database administration, operation research, information security and the like).

The *Knowledge Discovery Semester Intern Program (SIP/KD)* provides a 12-week experience for students who are majoring in disciplines related to knowledge discovery, such as computer science, computer or electrical engineering, software engineering, computational linguistics, mathematics, cognitive science and psychology. Applicants must have a 3.0 or higher GPA and must be a college junior or graduate student.

The *Intelligence Analysis Summer Program* offers college upperclassmen and graduate students the opportunity to receive training in a multi-faceted cryptologic discipline that involves research analysis and the presentation of findings that provide the fullest possible signals intelligence picture to U.S. policymakers, military commanders and other Intelligence Community members.

The *Summer Language Program* offers foreign language students the opportunity to sharpen their language skills in reading and listening to a professional level. As an apprentice to senior NSA language analysts, students will gain intensive experience exploiting communications for vital intelligence missions. They'll also have the unique opportunity for multi-dimensional and cross-disciplinary growth in analytical skills. The Summer Language Program is currently hiring students studying Arabic, Chinese, Persian Farsi and Korean.

The *Signals Intelligence (SIGINT) Collection and Collection Management Summer Intern Program (CCMP)* permits

undergraduate students to actively participate in on-going SIGINT Collection and Collection Management operations to satisfy national intelligence needs. The students work directly under the guidance of veteran SIGINT Collection professionals managing collection operations, participating in at least one Temporary Duty trip to a remote SIGINT Collection site and working with a senior mentor to develop career aspirations in Collections or Collection management.

- Web site: [www.nsa.gov/careers/opportunities\\_4\\_u/students/graduate/smart.shtml](http://www.nsa.gov/careers/opportunities_4_u/students/graduate/smart.shtml)
- Deadline: October 15 of each year

### **THE WORKFORCE RECRUITMENT PROGRAM**

The Workforce Recruitment Program (WRP) provides college students and recent graduates with disabilities, in all fields of study, the opportunity to market their abilities to a wide variety of potential employers worldwide for internships and permanent positions in the Federal government.

Applicants for the program must:

- have a disability AND
- be a U.S. citizen AND
- be enrolled in an accredited institution of higher education on a substantially full-time basis (unless the severity of the disability precludes the student from taking a substantially full-time load) to seek a degree OR
- be enrolled in such an institution as a degree-seeking student taking less than a substantially full-time load in the enrollment period immediately prior to graduation OR
- have graduated from such an institution within the past year.
- Contact: Donald Masters at 703-614-6390 or [Donald.Masters.CTR@osd.mil](mailto:Donald.Masters.CTR@osd.mil)
- Website: [www.wrp.gov](http://www.wrp.gov)
- Deadline: Interviews take place during the fall semester each year. To register for an interview, contact your school's Disability Services or Career Services office.

## DEPARTMENT OF EDUCATION

The Department of Education (ED) establishes policy, administers and coordinates most federal assistance for education. Its mission is to ensure equal access to education and to promote educational excellence throughout the nation. ED offers internships in several departmental offices such as elementary and secondary education, civil rights and leadership and teacher development. These unpaid internships are available year-round. Students must be enrolled in a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution.

- Contact: (202) 401-5344.
- Web site: <http://www.ed.gov/students/prep/job/intern/index.html>.
- Deadline: Applications are accepted year round

## DEPARTMENT OF ENERGY

The Department of Energy's overarching mission is to advance the national, economic and energy security of the United States; to promote scientific and technological innovation in support of that mission; and to ensure the environmental cleanup of the national nuclear weapons complex. The Department's strategic goals to achieve the mission are designed to deliver results along five strategic themes:

***Energy Security:*** Promoting America's energy security through reliable, clean and affordable energy.

***Nuclear Security:*** Ensuring America's nuclear security.

***Scientific Discovery and Innovation:*** Strengthening U.S. scientific discovery, economic competitiveness and improving quality of life through innovations in science and technology.

***Environmental Responsibility:*** Protecting the environment by providing a responsible resolution to the environmental legacy of nuclear weapons production.

***Management Excellence:*** Enabling the mission through sound management.

- Web site: [www.doe.gov](http://www.doe.gov)

The *DOE Corporate Federal Career Intern Program* is designed to attract college graduates to the Department of Energy. Selected interns will build on their college credentials, be exposed to demanding work, meaningful projects, practical training and gain technical expertise in career fields that will stretch their imaginations and influence their career paths.

- Contact: Donna Friend, U.S. Department of Energy, Office of Corporate Workforce and employment Solutions, 1000 Independence

Ave, SW, HR-24, 4F-033, Washington, DC, 20858, (202) 586-5880 DIRECT, (202) 586-0636 FAX.

- Web site: <http://humancapital.doe.gov/pers/cipindex.htm>
- Deadline: Applicants may apply year round

#### **FEDERAL ENERGY REGULATORY COMMISSION**

The Federal Energy Regulatory Commission (FERC) regulates key interstate aspects of electric power, natural gas, oil pipeline and hydroelectric industries. The Commission chooses regulatory approaches that foster competitive markets whenever possible, assures access to reliable service at reasonable prices and gives full and fair consideration to environmental and community impacts in accessing the public interest of energy projects. Paid and volunteer positions are available throughout the year in the Washington, DC office to graduate and undergraduate students. Limited positions may be available in regional offices.

- Contact: Alitza Vega, 888 First Street NE, Washington, DC 20426, (202) 502-8303 DIRECT, (202) 219-3093 (FAX), [work@ferc.gov](mailto:work@ferc.gov)
- Web site: [www.ferc.gov/careers/student-rel/intern.asp](http://www.ferc.gov/careers/student-rel/intern.asp)

#### **GOVERNMENT PRINTING OFFICE**

The U.S. Government Printing Office (GPO) is a federal agency in the legislative branch of government established to ensure the public's right to government information by printing, preserving and disseminating public documents.

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue keeping America informed throughout the 21st century and beyond.

The GPO has traditionally recruited college students in the printing, graphic communications and IT fields for paid fulltime positions and a limited number of paid co-ops. Presently, GPO is also including unpaid internships into its array of student programs. A range of academic majors is being sought in areas such as library science, information management, business administration, science, technology and engineering. Intern candidates must have a minimum 2.75 cumulative GPA. Intern duties and responsibilities vary according to office assignment, from scientific/technical tasks to administrative projects to logistical support.

The GPO will post a vacancy announcement in the spring to accept resumes for interns for the summer. It is important to note that, in certain cases, students receive academic credit for their internship in addition to gaining valuable work experience.

- Contact: For more information contact: [recruitment@gpo.gov](mailto:recruitment@gpo.gov).
- Web site: [www.gpo.gov/careers](http://www.gpo.gov/careers).

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

The Department of Health and Human Services (HHS) is the federal government agency most involved in the nation's human concerns, serving newborn infants to persons requiring health services to the country's most elderly citizens. Employment opportunities with HHS are listed on the Department's Web site at <http://www.hhs.gov/careers/index.html>.

### **ADMINISTRATION FOR CHILDREN AND FAMILIES**

The Administration for Children and Families (ACF) and its partners – other federal agencies, state, local and tribal governments and the private sector – provide national leadership and create opportunities for low-income, disadvantaged families and individuals to lead economically and socially productive lives, for children to develop into healthy adults and for communities to become more prosperous and supportive of their members. ACF oversees and finances a broad range of programs for children and families, including Native Americans, persons with developmental disabilities, refugees and legalized aliens, to help them develop and grow toward a more independent, self-reliant life. The ACF accepts interns throughout the year in many of its programs on a paid (budget permitting) and non-paid basis and in certain cases interns receive academic credit for their internship.

- Contact: Eileen H. Lohr, Office of Management Resources, ACF, 370 L'Enfant Promenade SW, Washington, DC 20774, (202) 401-9357, Fax (202) 205-4928.
- Web site: <http://www.acf.hhs.gov>.
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

### **CENTERS FOR DISEASE CONTROL AND PREVENTION**

The Centers for Disease Control and Prevention create the expertise, information and tools that people and communities need to protect their health through health promotion, prevention of disease, injury and disability and preparedness for new health threats. The CDC seeks to

accomplish its mission by working with partners throughout the nation and the world to monitor health, detect and investigate health problems, conduct research to enhance prevention, develop and advocate sound public health policies, implement prevention strategies, promote healthy behaviors, foster safe and healthful environments and provide leadership and training.

The CDC accepts interns throughout the year in many of its programs on a paid (budget permitting) and non-paid basis and in certain cases interns receive academic credit for their internship. Most internships are based out of the Atlanta Office. For more information and a complete list of internship opportunities, visit

[http://www.cdc.gov/employment/menu\\_student.html](http://www.cdc.gov/employment/menu_student.html).

- Contact: CDC/ATSDR, Atlanta Human Resources Center, 4770 Buford Highway, Mailstop K-08, Atlanta, GA 30341, 770-488-1725, [hrch@cdc.gov](mailto:hrch@cdc.gov).
- Deadline: Applications are accepted throughout the year.

### **Washington, DC Office**

The CDC has a small Washington, DC-based office that specializes in public health policy and legislative issues. Specifically, the CDC Washington, DC Office (CDC/W) designs strategies for complex public health issues & develops plans for the Agency's work with Congress and other Washington, DC area organizations (agencies, private and non-profit, think tanks and associations) to advance CDC's public health goals. The CDC/Washington is part of the Office of the Director and acts as a liaison between CDC and the Washington, DC policy community.

- Deadline: Applications can be submitted throughout the year.
- Contact: To apply for a voluntary internship position with this office, please email a letter and resume to Miranda Katsoyannis, CDC/Washington, 746 G HHS Bldg., 200 Independence Avenue SW, Washington, DC 20201, (202) 690-8598, fax (202) 690-7519, [Mtk7@cdc.gov](mailto:Mtk7@cdc.gov).
- Web site: [www.cdc.gov/washington](http://www.cdc.gov/washington).

### **THE NATIONAL INSTITUTES OF HEALTH**

The National Institutes of Health (NIH) is the steward of medical and behavioral research for the Nation. It provides leadership and direction to programs designed to improve the health of the public by conducting and supporting research: in the causes, diagnosis, prevention and cure of human diseases; in the processes of human growth and development; in

the biological effects of environmental contaminants; in the understanding of mental, addictive and physical disorders and in directing programs for the collection, dissemination and exchange of information in medicine and health. The NIH offers a variety of paid and volunteer internships for undergraduate and graduate students in science-, health- and administrative-related fields of study. Additionally, the NIH partners with the Department of Health and Human Services (HHS) and the Office of Personnel Management (OPM) by offering internship opportunities for students who have recently completed graduate school or who have received undergraduate degrees and have work experience.

- Contact: Cheronn Collins, NIH Training Center, National Institutes of Health, 6120 Executive Blvd., Suite 350, MSC, Bethesda, MD 20892, (301) 594-2507, fax (301) 480-3197, [collinscr@od.nih.gov](mailto:collinscr@od.nih.gov).
- Web sites: <http://internships.info.nih.gov/>; <http://www.pmf.opm.gov/>; <http://www.jobs.nih.gov/student.htm>; <http://www.hhs.gov/careers/elp.html>.
- Application Procedures: see Web site for dates and application deadlines and procedures.

## **DEPARTMENT OF HOMELAND SECURITY**

The Department of Homeland Security (DHS) has been tasked to provide the unifying core for the vast national network of organizations and institutions involved in efforts to secure our nation. DHS reduces America's vulnerability to terrorism and minimizes the damage from potential attacks and natural disasters. It ensures safe and secure borders, welcomes lawful immigrants and visitors and promotes the free-flow of commerce.

At the Washington, DC headquarters, DHS offers paid summer internship opportunities to undergraduate and graduate students who express an interest in national security issues. Volunteer positions are also available for students working towards degree completion.

- Contact: Human Resource Specialist, Office of Human Capital, Hiring and Transition Response Team, Department of Homeland Security, 7<sup>th</sup> and D Streets SW, Washington, DC 20528, (202) 692-4273.
- Applications for summer internships should be submitted by April 15<sup>th</sup> of each year.
- Web site: [http://www.dhs.gov/xabout/careers/content\\_multi\\_image\\_0011.shtm](http://www.dhs.gov/xabout/careers/content_multi_image_0011.shtm)

### **U.S. CITIZEN AND IMMIGRATION SERVICES (CIS)**

The USCIS, formerly the Immigration and Naturalization Service, transitioned into the Department of Homeland Security on March 1, 2003. The priorities of USCIS are to promote national security, continue to eliminate immigration case backlogs and improve customer services. USCIS does not currently have a dedicated intern program. However, USCIS employs students throughout the year under the Federal Student Educational Employment Program. Appointments provide temporary employment for a specified period under the *Student Temporary Employment Program (STEP)* or career-related employment under the *Student Career Experience Program (SCEP)*. Opportunities may be available to graduate and undergraduate students.

- Contact: USCIS, ATTN: Human Capital Management Office, [lashawn.walker@dhs.gov](mailto:lashawn.walker@dhs.gov).
- [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)

### **U.S. CUSTOMS AND BORDER PROTECTION**

As the single unified border agency of the United States, the U.S. Customs and Border Protection (CBP) mission is vitally important to the protection of America and the American people. The primary mission of CBP is to prevent terrorists and terrorist weapons from entering the United States while facilitating the flow of legitimate trade and travel. CBP offers internships for high school students and those enrolled in undergraduate, graduate and doctoral academic programs. Candidates must be U.S. citizens, enrolled in an academic program and able to successfully complete a background investigation.

*Student Temporary Employment Program (STEP)* – CBP offers temporary paid internships that range from summer jobs to positions that last as long as the student is enrolled in school and is in good academic standing.

*Student Career Experience Program (SCEP)* - CBP offers cooperative educational opportunities through the SCEP program, which allows students the opportunity to gain work experience directly related to their academic field of study. This program may also lead to permanent employment at CBP upon graduation and completion of all academic and work requirements.

*Student Volunteer Program (SVP)* – CBP offers unpaid internships to students who wish to gain experience related to their academic studies.

- Contact: CBP National Recruitment Office, 1300 Pennsylvania Avenue NW, Washington, DC 20229, (202) 863-6216, Fax (202) 863-6140, StudentInquiries@dhs.gov
- Web site: <http://www.cbp.gov>.
- Deadline: Resumes may be submitted at any time. Positions are available throughout the year.

## **DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

The Department of Housing and Urban Development (HUD) is the federal agency responsible for national policy and programs that address America's housing needs, improve and develop the nation's communities and enforce fair housing laws. HUD's mission is to help create a decent home and suitable living environment for all Americans and it has given America's communities a strong national voice at the Cabinet level. HUD plays a major role in supporting homeownership by underwriting homeownership for lower- and moderate-income families through its mortgage insurance programs. Paid and unpaid internship opportunities for graduate, undergraduate and high school students are available throughout the year. HUD offers many different internship programs:

The *HUD Federal Career Intern (FCI) Program* is designed to attract exceptional men and women to the federal workforce who have diverse professional experience, academic training and competencies and to prepare them for careers in analyzing and implementing public programs. Applicants apply directly to HUD through a vacancy announcement and should have significant experience or a Bachelors degree to qualify at the GS-5 or GS-7 level. This is a full-time paid position. Interns must complete a 2-year formal training and development program and upon successful completion, may be converted non-competitively to a permanent position.

The *HUD Masters of Business Administration (MBA) Fellows Program* is designed to attract outstanding individuals with business skills acquired either through graduate education and/or related equivalent experience. Such skills include quantitative and analytical thinking, strategic planning, project management, leveraging technology and tying

organizational goals to performance results. Colleges and universities with MBA curriculums that are compatible with the mission-critical needs of the Department will be included for participation in career fairs and other outreach efforts. Applicants apply directly to HUD through a vacancy announcement. Candidates selected will be given a 2-year accepted service appointment and required to complete a formal 2-year training and development program.

The *Student Temporary Employment Program* hires students to work in the Department for paid temporary/summer positions. Students work flexible work schedules and are from all educational levels from high school to graduate students. Work assignments may be but are not required to be related to one's academic field of study.

- Contact: US HUD, Fellows Program Manager, 451 7<sup>th</sup> Street SW, Washington, DC 20410, (202) 708-3964, [StudentInq&Questions@hud.gov](mailto:StudentInq&Questions@hud.gov)
- Web site: <http://www.hud.gov/offices/adm/jobs/internship.cfm>
- Interested applicants should watch for specific vacancy announcements regarding the programs, which will be listed on the current openings page of HUD's Web site and can be found at [www.usajobs.gov](http://www.usajobs.gov). Be sure to follow the specific application and submission instructions outlines in the vacancy announcement.

## **INTER-AMERICAN FOUNDATION**

The Inter-American Foundation (IAF) was created in 1969 as an experimental foreign assistance program to channel US aid directly to poor people. IAF is the only U.S. government foreign assistance agency financing self-help projects designed by poor people's organizations in Latin America and the Caribbean. Since 1971, the Foundation has funded nearly 4,800 grassroots development projects in 32 countries, for a total of approximately \$632 million. IAF grants go to local non-governmental groups who contribute resources of their own, more than \$907 million at last count. IAF funds come from Congressional appropriations and from the Social Progress Trust Fund.

The Inter-American Foundation accepts interns throughout the year on an unpaid basis through the Student Volunteer Program, which provides opportunities for students to acquire work-related educational experience and become involved in early career exploration. Volunteer service is limited to services performed by the student with the permission of the institution where

the student is enrolled. Students must be enrolled at least half time in undergraduate or graduate programs of an accredited educational institution. Areas of interest may include: Spanish or Portuguese language studies, Latin America, Caribbean or Third World development, social-economic issues, financial management and agricultural and urban development issues.

The IAF's Office of the General Counsel also accepts interns periodically. The application process for legal interns is conducted separately; for more information, please contact the General Counsel's Office directly.

- Contact: Applicants may submit a resume and statement of interest essay by mail or fax to: Inter-American Foundation, 901 N. Stuart Street, 10th Floor, Arlington, VA 22203, Attention: Personnel/Student Volunteer Service Program, FAX (703) 306-4369.
- Deadlines: Fall Semester – September 15th, Spring Semester – December 31st, Summer Session – May 15th.
- Web site: [www.iaf.gov](http://www.iaf.gov).

## **DEPARTMENT OF THE INTERIOR**

The Department of the Interior's mission is to protect and provide access to the nation's natural and cultural heritage. The Department manages the nation's public lands and minerals, national parks, national wildlife refuges and western water resources. The Department also upholds federal trust responsibilities to Indian tribes and reservations. All current employment openings in the Department of Interior are listed on the Department's Web site at <http://www.doi.gov/doijobs/doijobs.html>. Intern programs operating within the Department are listed below.

### ***Government-wide Acquisition Management Intern Program (GAMIP) -***

The DOI University's GAMIP is a three-year program designed to recruit, develop and retain a group of diverse future leaders in the federal government's acquisition management field. It is designed for college graduates with a Bachelor's degree (or higher) with at least 24 hours in any combination of the accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods and organizations and management fields. Upon successful completion of the training program, interns are permanently placed in a sponsoring agency.

- Contact: Robert Foye, U.S. Department of the Interior, National Business Center, DOI University, 1849 C Street NW, MS 7129-MIB, Washington, DC 20240, (202)208.3140, [Robert\\_Foye@ios.doi.gov](mailto:Robert_Foye@ios.doi.gov).
- Web site: [www.doiu.nbc.gov/intern.html](http://www.doiu.nbc.gov/intern.html).
- Deadline: Applications for the program are accepted online only through the USAJOBS Web site. Applications for employment must be submitted by the closing date of the vacancy announcements which are posted at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) in February/March of each year.

***Office of the Secretary Management Intern Program (OSMIP)*** - The OSMIP is a 2-year program designed to recruit, develop and retain highly qualified diverse candidates for leadership positions. Individuals enter a two-year internship at the GS-5 or GS-7 grade level and receive effective career development through formal/informal training and rotation assignments in the Department's functional areas such as, budget administration, financial management, contracting, information management, human resources management, equal employment opportunity and policy management. Upon successful completion of the internship, participants are permanently placed in positions targeted to the GS-12 level.

- Contact: Dominique Mitchell, U.S. Department of the Interior, National Business Center, DOI University, 1849 C Street NW, Mail Stop 7129-MIB, Washington, DC 20240, (202) 208.4699, [Dominique\\_Mitchell@nbc.gov](mailto:Dominique_Mitchell@nbc.gov).
- Web site: [www.doiu.nbc.gov/intern.html](http://www.doiu.nbc.gov/intern.html).
- Deadline: Applications for employment must be submitted by the closing date of the vacancy announcements which are posted at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) in January/February of each year.

***Financial Management Career Intern Program (FMCIP)*** - The purpose of the FMCIP is to recruit, develop and retain future leaders for the Department of Interior, particularly in its Financial Management Offices. Interns are permanently placed in one of the Office of the Secretary Financial Management offices upon completion of the three-year internship. The program provides practical work experience through formal/informal training, mentor relationships and rotational assignments. Participants receive not only a breadth of technical knowledge concerning policy, management and budget, but also a broad exposure to different organizational cultures and leadership styles. Target positions are at the GS-12 grade level.

- Contact: Robert Foye, U.S. Department of the Interior, National Business Center, DOI University, 1849 C Street NW, MS 7129-MIB, Washington, DC 20240, (202)208.3140, Robert\_Foye@ios.doi.gov.
- Web site: [www.doiu.nbc.gov/intern.html](http://www.doiu.nbc.gov/intern.html).
- Web site: [www.doiu.nbc.gov/intern.html](http://www.doiu.nbc.gov/intern.html).
- Deadline: Applications for employment must be submitted by the closing date of the vacancy announcements which are posted at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) in January/February of each year.

Many of the Department of Interior's sub-agencies offer internship opportunities:

#### **BUREAU OF LAND MANAGEMENT**

As the Nation's largest land manager, the Bureau of Land Management (BLM) is responsible for more than 260 million acres of public lands, - nearly one-eighth of all land in the United States - and more than 700 million acres of federal subsurface mineral estate nationwide. The BLM's multiple-use mission is to sustain the health and productivity of the public lands for the use and enjoyment of present and future generations. The Bureau accomplishes this by managing such activities as outdoor recreation, livestock grazing, mineral development and energy production and by conserving natural, historical, cultural and other resources on the public lands.

The BLM accepts applications for its *Student Career Experience Program (SCEP)* and places students in career track internship positions that are located across the United States. Students gain professional experience for a competitive salary. Students may receive tuition and travel assistance packages, which may vary by work site. The BLM also places high-school and college students in non-career track temporary employment positions through the *Student Temporary Employment Program (STEP)*.

- National SCEP and STEP Contact: Anznette Randall, Special Initiatives, 1849 C Street NW, Suite 300, Washington, DC 20240, (202) 254-3318, Fax (202) 418-3013, [anznette\\_randall@blm.gov](mailto:anznette_randall@blm.gov).
- Web site: [www.blm.gov](http://www.blm.gov).
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

#### **U.S. GEOLOGICAL SURVEY**

The mission of the U.S. Geological Survey is to serve the nation by providing reliable scientific information to describe and understand the

Earth; minimize loss of life and property from natural disasters; manage water, biological and energy resources and enhance and protect our quality of life. Paid and volunteer positions may be available.

- Web sites: Employment Opportunities - [www.usgs.gov/ohr/](http://www.usgs.gov/ohr/). Volunteer Opportunities - [www.usgs.gov/volunteer](http://www.usgs.gov/volunteer). Student Employment Opportunities - [www.usgs.gov/student](http://www.usgs.gov/student). Mendenhall Postdoctoral Research Program - <http://geology.usgs.gov/postdoc/>.
- Deadlines: Applications for volunteer positions may be submitted at any time. Applications for employment must be submitted by the closing date on the vacancy announcements. Applications for the Mendenhall Postdoctoral Research Program are due in the fall each year.

#### **MINERALS MANAGEMENT SERVICE**

The Minerals Management Service assesses the nature, extent, recoverability and value of minerals on the Outer Continental Shelf and ensures that revenues from federal Indian leases are collected and distributed. Positions may be available to graduate and undergraduate students.

- Web site: <http://www.mms.gov>

#### **DEPARTMENT OF JUSTICE**

The Department of Justice protects the American citizens from criminals and subversion, ensures healthy competition of business in the free enterprise system, safeguards consumers and enforces national drug, immigration and naturalization laws. Information about careers with the Department of Justice may be found on its Web site at [www.usdoj.gov/careers](http://www.usdoj.gov/careers).

Many of the Department of Justice's sub-agencies offer internship opportunities:

#### **DRUG ENFORCEMENT ADMINISTRATION**

The mission of the Drug Enforcement Administration (DEA) is to identify, target, investigate, disrupt and dismantle the international, national, state and local drug trafficking organizations that are having the most significant impact in America. They are committed to investigating and prosecuting major drug law violators in the United States and all over the world. DEA currently accepts students in volunteer (non-paid) internships throughout the year in many of its domestic offices which are located throughout the U.S. Student Volunteers may work up to six months with the DEA to gain work experience in clerical and

administrative support positions which involve work such as organizing non-drug evidence, answering telephones or performing research projects. Students are required to be enrolled at least half-time and in good academic standing in order to participate in the program.

- Contact: (202) 307-4088 for opportunities in Headquarters, (202) 307-4077 for opportunities in Field Offices.
- Web site: [www.dea.gov](http://www.dea.gov).

#### **FEDERAL BUREAU OF INVESTIGATION**

The Federal Bureau of Investigation (FBI) is an Equal Opportunity Employer and fully supports diversity within the workplace by offering numerous paid and non-paid (volunteer) internship opportunities for undergraduate and graduate students. The FBI has numerous internship opportunities available for undergraduate and graduate students seeking to contribute to the FBI's mission and learn more about what it is like to work at the FBI. These programs provide a unique working experience for students to explore the many career opportunities within the FBI related to their academic studies. To read about the FBI's various programs, visit [www.fbijobs.gov](http://www.fbijobs.gov).

#### **U.S. MARSHALS SERVICE**

The U.S. Marshals Service protects federal courts, apprehends federal fugitives, operates the Witness Protection Program, transports federal prisoners and seizes property forfeited to the government by criminals. Volunteer opportunities for college-age students may be available in the Charlotte district office and the U.S. Marshals Service headquarters in Washington, DC.

- Web site: <http://www.usmarshals.gov>.

#### **OFFICE OF JUSTICE PROGRAMS**

Since its founding in 1984, the Office of Justice Programs (OJP) has provided federal leadership in developing the nation's capacity to prevent and control crime, administer justice and assist crime victims. It also develops information about crime and its related legal and social implications. OJP's bureaus and offices provide federal leadership and administer federal grants, provide training and technical assistance, support technology development and research and gather and disseminate statistics. OJP is led by an Assistant Attorney General who ensures that OJP policies and programs reflect the priorities of the President, the Attorney General and the Congress.

OJP's bureaus are: the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention and the Office for Victims of Crime. OJP's program office is the Community Capacity Development Office. Other offices within OJP provide agency-wide support. They are: the Office of Administration, the Office of Management and Budget Services, the Office of the Chief Information Officer, the Office for Civil Rights, the Office of Communications, the Office of the Comptroller, the Office of General Counsel and the Equal Employment Opportunity Office. OJP offers a variety of student employment programs in many of these components.

- Contact: U.S. Department of Justice, Office of Justice Programs, Human Resources Division, 810 7th Street NW, Room 3300, Washington, DC, (202) 307-0730. For internship opportunities in OJP's Office of Communications only, contact Deborah Sheetz at (202) 514-9338.
- Web site: [www.ojp.usdoj.gov/about/students.htm](http://www.ojp.usdoj.gov/about/students.htm). For internship opportunities in OJP's Office of Communications visit [www.ojp.usdoj.gov/ocom/intern](http://www.ojp.usdoj.gov/ocom/intern).

### **MINE SAFETY AND HEALTH ADMINISTRATION (MSHA)**

The Mine Safety and Health Administration (MSHA) is a federal government agency dedicated to sending miners home safe and healthy after every shift, every day. MSHA offers health, life and long-term care insurance; a stable retirement program, including a tax-deferred savings plan; generous annual, sick and holiday leave; a 40-hour work week; travel reimbursement and flexible spending accounts for medical and dental expenses.

MSHA utilizes the *Federal Career Intern Program* (FCIP) authority for its entry-level Mine Safety and Health Inspector positions throughout the United States at the GS-5 through GS-11 levels. The FCIP is designed to attract qualified candidates and prepare them through formal training for a career as a Mine Safety and Health Inspector.

Interested applicants are required to attend a Federal Career Intern Screening that includes a qualification assessment process to determine the applicant's basic competence in math and writing and other competencies identified in the Department of Labor competency model for GS-1822 Mine Inspector/Specialist positions.

- Contact: Mine Safety and Health Administration, Human Resources Division, 1100 Wilson Boulevard, Room 2160, Arlington, VA 22209-3939, (202) 693-9875, Fax (202) 693-9856.
- Web site: <http://www.msha.gov/>.
- Deadline: Vacancies are posted throughout the year.

## DEPARTMENT OF STATE

The U.S. Department of State is the lead U.S. foreign affairs agency. The Department is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad and managing the human and material resources that provide the platform for U.S. foreign policy. The Department begins its mission in Washington, DC where Foreign Service, Civil Service and student employees are hired to work at its offices in the United States and at nearly 265 posts abroad. The *Student Intern Program* provides internship opportunities both domestic and abroad for undergraduate and graduate students. Interns are engaged in issues such as human resource administration, real property management, budget and finance, environmental issues, conflict resolution, nuclear non-proliferation, human rights and democracy, world trade and public diplomacy. Internships are available for summer, fall or spring. The majority of internships are unpaid; a limited number of paid positions are available to students who can demonstrate financial need. A broad range of academic majors is sought.

- Contact: Office of Student Programs, HR/REE/REC, U.S. Department of State, 2401 E Street NW, Room H518, Washington, DC 20522 , (202) 261-8888 Fax: (202) 261-8842, [StudentPrograms@state.gov](mailto:StudentPrograms@state.gov).
- Web site: [www.careers.state.gov](http://www.careers.state.gov).
- Deadline: Applications must be submitted online at the above Web site in accordance with the following deadlines: Summer Internship – November 1; Fall Internship – March 1; Spring Internship – July 1

## DEPARTMENT OF THE TREASURY

The Department of the Treasury performs four basic functions: formulating and recommending economic, financial, tax and fiscal policies; serving as the financial institution for the nation; enforcing the law and manufacturing coins and currency. Additional information can be found on the Department of Treasury's Web site at [www.ustreas.gov](http://www.ustreas.gov). Paid and volunteer internship opportunities may be available to graduate and undergraduate students in several of the Department's sub-agencies:

## **BUREAU OF ENGRAVING AND PRINTING**

The Bureau of Engraving and Printing (BEP) is the security printer for the United States Government. As a world leader in printing technology, BEP is responsible for the design, engraving and printing of all United States paper currency and other printed security documents, such as military identification cards, Immigration and Naturalization/Citizenship certificates, portions of the United States passport, etc. All products are designed and manufactured with advanced counterfeit deterrence features to ensure product integrity. Additionally, BEP advises other federal agencies on document security matters and processes claims for the redemption of mutilated currency. BEP's research and development efforts focus on the continued use of automation in the manufacturing process and counterfeit deterrent technologies for use in security documents, especially United States paper currency.

*Student Temporary Employment Program (STEP)* - In this program the student is appointed to a position not to exceed one year and may be extended in one year increments, with no requirements of being enrolled in a related field of study.

*Student Career Employment Program (SCEP)* – This program provides experience directly related to the student's educational program and career goals. After the requirements are met, the student may be non-competitively converted to a career or career-conditional appointment.

*Partnership in Education (PIE)* – This program is a Department of Treasury sponsored summer program and assists students in the transition from school to career. Participation in this summer program extends beyond the high school to involve those students who may have started the program in high school but continue during their college education.

- Contact: Lynda McIlwain-Nesbitt, Recruiter, Employment Services Division, Office of Human Resources, Room 446, Bureau of Engraving and Printing, 14<sup>th</sup> & C Streets SW, Washington, DC 20228, (202) 874-2633 DIRECT, (202) 874-2710.
- Web site: [www.moneyfactory.gov](http://www.moneyfactory.gov).
- Resumes may be submitted at any time. Positions are available throughout the year.

### INTERNAL REVENUE SERVICE

The Internal Revenue Service's mission is to provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all. The IRS uses several federally supported student programs, including the *Student Temporary Employment Program (STEP)* and the *Student Career Employment Program (SCEP)*. The *Office of Chief Counsel* provides students with a unique opportunity to experience many different disciplines. Continue learning while working side-by-side with senior managers on a diversity of tasks such as cost benefit analyses, survey design administration, data analyses, staffing models, human resources projects and performance measurement.

- Web site: [www.IRS.gov](http://www.IRS.gov) and [www.USAJobs.gov](http://www.USAJobs.gov)
- Contact: [Theresa.Woodard1@irs.counsel.treas.gov](mailto:Theresa.Woodard1@irs.counsel.treas.gov), (202) 874-1579.
- Resumes may be submitted at any time. Positions are available throughout the year.

### OFFICE OF THE COMPTROLLER OF THE CURRENCY

The Office of the Comptroller of the Currency (OCC) is continuously looking for high-caliber undergraduate and graduate students to gain invaluable work experience through its Financial Management Internship Program. A Financial Management Internship is an ideal platform for students from accounting, policy, business management and other related fields to kick-start their future careers.

OCC's Financial Management Division offers a range of competitive internships, offering students opportunities that are tailored to their own professional development and educational needs. The OCC is looking for capable and self-motivated students who are comfortable shouldering significant professional responsibility. Qualified applicants must have a strong academic record, possess professional written and oral communication skills and be able to work a minimum of 18 hours a week while enrolled in school and an interest in the field of financial management. Applicants must also possess functional knowledge of MS Outlook, Word and Excel. Experience with MS Visio and Microsoft Project are preferred but not required.

*These internship possibilities are only available at OCC's headquarters location in Washington, DC.*

- Web site: <http://www.occ.treas.gov/jobs/Internship.htm>.

#### **OFFICE OF THRIFT SUPERVISION**

The Office of Thrift Supervision (OTS) is responsible for supervising savings associations to maintain the safety and soundness of those associations and compliance with consumer laws and to ensure the viability of the thrift industry. Paid and volunteer positions may be available to undergraduate students in the regional offices.

- Contacts: Gail Burden, [gail.burden@ots.treas.gov](mailto:gail.burden@ots.treas.gov), (202) 906-6279 or Greg Kowalski, [Gregory.Kowalski@ots.treas.gov](mailto:Gregory.Kowalski@ots.treas.gov), (202) 906-6220.
- Web site: <http://www.ots.treas.gov>.
- Applications may be submitted at any time. Positions are available throughout the year.

#### **ENVIRONMENTAL PROTECTION AGENCY**

The Environmental Protection Agency's (EPA) mission is to protect human health and to safeguard the natural environment – air, water and land – upon which life depends. The Agency offers the *EPA Intern Program (EIP)*. The EIP is an entry level, full-time, professional employment and career development program for college graduates. It is not for summer or temporary employment. Potential interns must compete for available positions at EPA Headquarters and regional offices. Program vacancies are announced on an annual basis and vacancy information can be found at [www.epa.gov/jobs](http://www.epa.gov/jobs) and [www.usajobs.opm.gov](http://www.usajobs.opm.gov). For summer or temporary positions, please visit [www.epa.gov/students](http://www.epa.gov/students).

- Web site: [www.epa.gov/jobs](http://www.epa.gov/jobs).  
[www.usajobs.opm.gov](http://www.usajobs.opm.gov).  
[www.epa.gov/students](http://www.epa.gov/students).

#### **EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

The Equal Employment Opportunity Commission (EEOC) is responsible for enforcement of federal statutes that prohibit discrimination based on race, color, religion, sex, national origin, disability or age. The EEOC considers and accepts students for unpaid internships throughout the year. Students must be enrolled in an accredited undergraduate or graduate program and be in good academic standing. Internships are designed to provide valuable work experience and, in certain cases, students may receive academic credit for the internship. A majority of internships are with law students interested in pursuing careers in employment law. Internships may also be available for students with career goals and interests in other EEOC program areas such as administration and

management, human resources, information technology, public affairs and finance.

- Program Contact: Linda Pitts, EEOC, Office of Human Resources, 1801 L Street NW, Washington, DC 20507, (202) 663-4342, [Linda.Pitts@eeoc.gov](mailto:Linda.Pitts@eeoc.gov). (Please type "Student Intern" in the subject line of your email.)
- Web site: <http://www.eeoc.gov>
- Deadline: Students may inquire anytime.

### **FEDERAL COMMUNICATIONS COMMISSION**

The Federal Communications Commission (FCC) offers legal and non-legal internship opportunities throughout the year. Internships provide opportunities for interested students to increase their knowledge of the issues and technologies that are shaping the telecommunications market, while at the same time providing invaluable support to the Commission. The FCC is always looking for bright and motivated students who want to participate in one of its many programs and gain valuable experience with a federal agency. Unless otherwise indicated, all internships are unpaid. However, internships at the FCC may qualify for academic credit from a home institution. While the positions are typically in the legal, economic or engineering disciplines, the various offices and bureaus may have positions in other disciplines available. Internships are arranged by the individual bureaus and offices of the Commission on a part- or full-time basis. Many of the bureaus and offices offer internship opportunities throughout the school year in addition to the traditional summer program. Each bureau and office independently determines the number of positions, timeframes and tasks assigned to their respective internship positions.

- Web site: [www.fcc.gov/internships](http://www.fcc.gov/internships)

### **FARM CREDIT ADMINISTRATION**

The Farm Credit Administration (FCA) is responsible for ensuring the safe and sound operation of the banks, associations, affiliated service organizations and other entities that collectively comprise the Farm Credit System. Paid clerical positions may be available in the summer for students at least 16 years of age.

- Contact: Bethany Wysolmerski, Summer Employment Coordinator, Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090, [wysolmerskib@fca.gov](mailto:wysolmerskib@fca.gov), (703) 883-4336, TTY (703) 883-4200, fax (703) 893-2608.
- Web site: <http://www.fca.gov>.
- Deadline: April 15th of each year.

### **FEDERAL DEPOSIT INSURANCE CORPORATION**

The Federal Deposit Insurance Corporation (FDIC) promotes and preserves public confidence in the U.S. financial system by insuring bank and thrift deposits for at least \$100,000 by identifying, monitoring and addressing risks to the deposit insurance funds and by limiting the effect on the economy and the financial system when a bank or thrift institution fails.

An independent agency of the federal government, the FDIC was created in 1933 in response to the thousands of bank failures that occurred in the 1920s and early 1930s.

The FDIC is headquartered in Washington, DC but conducts much of its business in six regional offices and in field offices across the country. The FDIC is interested in students majoring in economics, information technology, business administration, accounting, finance and marketing. First and second year law students are also invited to apply.

Contact: Trina Petty, FDIC Human Resources Specialist, (703) 562-2152, [CareersOIG@fdic.gov](mailto:CareersOIG@fdic.gov).

- Web site: <http://www.fdic.gov/about/jobs/stuemp.html>
- Deadline: Internship opportunities are available year-round and summer.

### **FEDERAL EMERGENCY MANAGEMENT AGENCY**

The Federal Emergency Management Agency (FEMA) is the central agency within the federal government for emergency planning, preparedness, mitigation, response and recovery. Paid and volunteer positions may be available in Washington, DC and in various regional offices.

- Web site: <http://www.fema.gov>
- Applications may be submitted at any time. Positions are available throughout the year.

### **GENERAL SERVICES ADMINISTRATION**

The General Services Administration's (GSA) mission is to support other federal agencies. GSA serves as the government's "landlord," managing over 339 million square feet of space for over 1 million federal employees. GSA is also the leader in federal procurement providing equipment, supplies, telecommunications and information technology solutions to other agencies. GSA plays a key role in developing and carrying out policies that affect many government agencies and has offices that are located in major cities across the country. GSA's workforce includes architects, engineers, realtors, IT

professionals, accountants, human resource specialists, supply specialists and contract specialists.

Internship positions at GSA are geared to soon-to-be college graduates looking to build a future in the federal government. GSA advertises full-time job openings for students interested in pursuing a career in financial management, human resources, acquisition and supply management.

- Web site: [www.gsa.gov](http://www.gsa.gov)
- Deadline: Positions are advertised throughout the year at [www.gsa.gov](http://www.gsa.gov) and at [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

### **GOVERNMENT PRINTING OFFICE**

The U.S. Government Printing Office (GPO) is a federal agency in the legislative branch of government established to ensure the public's right to government information by printing, preserving and disseminating public documents. The GPO has traditionally recruited college students in the printing, graphic communications and IT fields for paid fulltime positions and a limited number of paid co-ops. Presently, GPO is including unpaid internships into its array of student programs. A range of academic majors is being sought in areas such as library science, information management, business administration, science & technology and engineering. Intern duties and responsibilities vary according to office assignment, from scientific/technical tasks to administrative projects to logistical support.

- Contact: Send resumes and college transcripts to: Human Capital Office, Mail Stop HC, U.S. Government Printing Office, 732 North Capitol Street NW, Washington, DC 20401, [recruitment@gpo.gov](mailto:recruitment@gpo.gov).
- Web site: For more information, visit [www.gpo.gov/careers](http://www.gpo.gov/careers).
- Applications may be submitted at any time. Positions are available throughout the year.

### **BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM**

The Federal Reserve System is the central bank of the United States and is charged with administering and making policy for the nation's credit and monetary affairs. Internship opportunities are listed on the Federal Reserve's Web site at [www.federalreserve.gov/careers](http://www.federalreserve.gov/careers). The Federal Reserve Board, located in Washington, DC, offers paid and volunteer summer positions to graduate and undergraduate students in economics, finance or computer science. Summer positions are available in the following divisions:

**DIVISION OF INFORMATION TECHNOLOGY**

The Division of Information Technology (IT) provides a broad range of automation, telecommunications and statistical services to the Federal Reserve Board. Summer positions are open to undergraduate and graduate students studying computer science, economics and finance.

- Contact: Board of Governors of the Federal Reserve System, 20th and Constitution Avenue, Washington, DC 20551, [IT.interns@frb.gov](mailto:IT.interns@frb.gov).
- Deadline: accepting applications in November and start the interview process in mid-December, continuing until all positions are filled.

**DIVISION OF RESEARCH AND STATISTICS**

The Division of Research and Statistics collects and develops economic and financial information and analyses for use by the Federal Reserve Board, the Federal Open Market Committee and other system officials to assist them in formulating monetary and regulatory policies. Summer positions are open to undergraduate and graduate students in computer science, economics, business administration and finance.

- Contact: Michael Palumbo, Mail Stop 65, Board of Governors of the Federal Reserve System, 20th and Constitution Avenue, Washington, DC 20551, Fax (202) 736-1919, [projectinterns@frb.gov](mailto:projectinterns@frb.gov).
- Deadline: April 1, 2012.

**COOPERATIVE EDUCATION PROGRAM**

The Board's Cooperative Education Program provides paid and unpaid professional work experience to undergraduate and graduate students in economics, finance and accounting, information systems and law. The Board believes that by combining academic endeavors with related work experience, qualified and capable college students can gain the practical knowledge needed for today's global job market. Candidates are selected competitively on the basis of scholastic achievement, recommendations and completed course work in relevant areas of study. Generally, one-year assignments or summer-only opportunities are available. Other assignment lengths may also be considered.

- Contact: Debra York, Mail Stop 129, Board of Governors of the Federal Reserve System, 20th and Constitution Avenue, Washington, DC 20551, Fax (202) 452-3863, [projectinterns@frb.gov](mailto:projectinterns@frb.gov).

**U.S. INTERNATIONAL TRADE COMMISSION**

The United States International Trade Commission (USITC) is an independent, quasi-judicial federal agency with broad investigative responsibilities on matters

of trade. The agency investigates the effects of dumped and subsidized imports on domestic industries and conducts global safeguard investigations. The Commission also adjudicates cases involving alleged infringement by imports of intellectual property rights. Through such proceedings, the agency facilitates a rules-based international trading system. The Commission also serves as a federal resource where trade data and other trade policy-related information are gathered and analyzed. The information and analysis are provided to the President, the Office of the United States Trade Representative and Congress to facilitate the development of sound and informed U.S. trade policy. The Commission makes the most of its information and analysis available to the public to promote understanding of international trade issues. The Commission offers two internship opportunities, the USITC *Internship Program* and the *Student Career Experience Program (SCEP, aka Co-Op)*. General requirements: All student employment opportunities require that the student be a U.S. citizen or a national (resident of American Samoa or Swains Island) and be currently enrolled in a course of study, or if graduating, be enrolled to continue at the next higher level of study. All student employees are eligible for mass transit subsidy.

#### ***USITC Internship Program***

The Commission's internship program includes both volunteer internships (unpaid) and paid summer internships. Volunteer interns may work during any part of the year and are typically recruited through contact with college and university internship coordinators. The length of volunteer internships is determined by the USITC supervisor. Candidates for the summer intern program must meet GS grade requirements based on education and experience and submit official transcripts prior to appointment. Each year, a vacancy announcement for the summer program is posted at the USAJobs Web site. The announcement is open from mid-January to early March and covers all academic disciplines. Application instructions are contained in the announcement. Appointments to this program will not exceed 10 weeks and interns do not earn leave.

#### ***Student Career Experience Program***

The Student Career Experience Program (SCEP) program provides an opportunity to gain work experience directly related to an academic field of study, offers a flexible work schedule on a part-time or full-time basis, allows students to earn leave credit for illness and vacation and includes health and life insurance options.

The Commission hires students into the SCEP on an ad hoc basis. When a vacancy occurs, a hiring manager has the option of filling the vacancy via a SCEP appointment. SCEP students are hired to work in their academic field. The program provides the opportunity for the student, educational institution and the Commission to enhance the student's career through a combination of classroom studies and on-the-job training. In addition to the general requirements, students applying for SCEP opportunities must:

- be enrolled or accepted for enrollment as a degree student in an accredited graduate or professional program;
- be at least the minimum age required by federal, state or local laws and standards governing the employment of minors and
- currently taking at least half an academic course load.

Since a student under the Student Career Experience Program is eligible to be noncompetitively converted to permanent status within 120 days of completion of their academic program, the student is responsible for ensuring that he or she completes all requirements for the position, including mandatory certification, prior to the end of the 120-day conversion period. U.S. citizenship is required for conversion to permanent employment under this program.

- Web site: <http://www.usitc.gov/employment/positions.htm>

## LIBRARY OF CONGRESS

The Library of Congress has a large number of internship, fellowship and clerk opportunities available in a wide variety of professional disciplines and subject areas. The Library supports a *Junior Fellows Summer Intern Program*, providing premier opportunities for structured educational experiences. The solicitation for Junior Fellows applicants is normally posted after the New Year (January-February). Applications are usually due in early April. Junior Fellows Internships run for approximately three months from June - August.

- Visit [www.loc.gov](http://www.loc.gov) for a complete listing.

The *Congressional Research Service (CRS)* works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for nearly a century. CRS offers a limited number of paid and unpaid internship opportunities annually. Placements are made in a variety of public policy and

functional areas and work assignments are aligned with the intern's academic interests and/or professional goals.

- Contact: Human Capital Management Specialist, Office of Workforce Development, 101 Independence Ave., SE, Washington, DC 20540 (202) 707-9169
- Web site: <http://www.loc.gov/hr/employment/index.php?action=cFellowships.showHome>

### **LEGAL SERVICES CORPORATION**

The mission of Legal Services Corporation (LSC) is to provide equal access to justice for low-income people. LSC grants funds to legal services programs all over the country to provide high-quality civil legal assistance to the poor. Law school students are frequently hired to serve as legal interns in the Office of Legal Affairs. Other intern positions for college students may be available in the Office of Governmental Relations and Public Affairs and the Office of Program Performance, which oversees the grant making process.

- Web site: <http://www.lsc.gov>.
- Applications may be submitted at any time. Positions are available throughout the year.

### **NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**

Through research internships, scholarships, fellowships, cooperative education and career employment, the National Aeronautics and Space Administration (NASA) is paving the way for student innovation and building the foundation for the next 50 years of exploration.

Internship opportunities at NASA provide students studying science, technology, engineering or mathematics the opportunity to work with the Nation's top scientists, engineers and other technical staff to extend the limits of knowledge through world-class research and science activities. By delivering safe, high quality, technologically superior products and services, NASA ensures continued U.S. leadership in space and aeronautics. A variety of activities at NASA's facilities have involved thousands of bright undergraduate and graduate students in the agency's missions here on Earth and in space.

Information about student employment opportunities can be found online by selecting the link for "Student Opportunities" at <http://nasajobs.nasa.gov>. Contact information is provided for inquiries that are specific to a NASA facility or program.

Additional opportunities to contribute to the nation's space and aeronautics programs are available through NASA's education program. NASA provides internships, competitive fellowships and scholarships. Information about these opportunities can be found at:

<http://www.nasa.gov/centers/goddard/education/internships.html>.

### **NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

The National Archives and Records Administration (NARA) is a federal government agency, created in 1934 to assist the three branches of Government with the cataloging and storage of documents. NARA operates a nationwide network of regional facilities at which staff, arrange, describe, preserve and provide access to essential documentation; sets standards for archives around the world; manages the Presidential libraries and museums; leads the world in electronic records management and preservation; assists the Information Security Oversight Office in its management of federal classification and declassification policies and prepares the Federal Register (the Federal Government's daily "newspaper").

- Web site: <http://www.archives.gov/careers/internships/>
- Contact: Recruitment/Internship Coordinator, 8601 Adelphi Rd, Room 1200, College Park, MD, 20740, 301-837-1872 DIRECT, (301) 837-3195 FAX, Internships@nara.gov

### **NATIONAL ENDOWMENT FOR THE ARTS**

The National Endowment for the Arts (NEA) is an independent federal agency dedicated to promoting excellence in the arts (both new and established), bringing the arts to all Americans and providing leadership in arts education. The NEA awards grants for projects in disciplines such as dance, design, folk and traditional arts, music and opera, literature, media and theatre and is the largest single funder of the nonprofit arts sector in the United States. Since its inception in 1965, the NEA has awarded more than 120,000 grants in all 50 states and the six U.S. jurisdictions.

The NEA accepts interns throughout the year in many of its offices on a non-paid basis. Prospective interns apply for the volunteer/intern program by submitting a cover letter and resume to the Intern Coordinator in the Office of Human Resources.

- Contact: Office of Human Resources, the Old Post Office Building, 1100 Pennsylvania Avenue NW, Room 627, Washington, DC 20506, (202) 682-5405, Fax (202) 682-5666.

- Apply on-line via the Web site, <http://www.arts.gov>.
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

### **NATIONAL TRANSPORTATION SAFETY BOARD**

The National Transportation Safety Board investigates transportation accidents, determines the probable cause(s), issues safety recommendations and studies transportation safety issues. Student volunteer opportunities in legal and technical positions may be available to qualified undergraduate students.

- Contact: Anh Bolles, Chief Human Resources Division, National Transportation Safety Board, 490 L'Enfant Plaza, SW, Washington, DC 20594, (202) 314-6355, [BollesA@ntsb.gov](mailto:BollesA@ntsb.gov)
- Web site: [www.nts.gov](http://www.nts.gov)
- Deadline: Applications may be submitted at any time. Positions are available throughout the year

### **U.S. NUCLEAR REGULATORY COMMISSION**

The U.S. Nuclear Regulatory Commission (NRC) regulates the Nation's civilian use of byproduct, source and special nuclear materials to ensure adequate protection of the public health and safety, to promote the common defense and security and to protect the environment. NRC hires college students for the *Student Career Experience Program* (Co-op) and *Summer Interns* majoring in the following disciplines: Engineering: electrical, environmental, human factors, mechanical, metallurgical, nuclear, PRA/reliability, structural and risk/reliability; Science: geology, health physics, hydrology, materials science, physics and volcanology; accounting and cyber security/information technology. Clerical positions are also available.

- Contact: Human Resources Specialist, at (301) 415-2294 for co-op and summer internship information.
- Deadlines: Applicants may submit resumes and transcripts at any time for co-op positions at [co-ops@nrc.gov](mailto:co-ops@nrc.gov). Applicants may submit resumes and transcripts for summer internships between October and December at [summer-emp@nrc.gov](mailto:summer-emp@nrc.gov).
- NRC employment web page: <http://www.nrc.gov/who-we-are/employment.htm1>.

### **OFFICE OF MANAGEMENT AND BUDGET**

The Office of Management and Budget (OMB) assists the President in the development and execution of his policies and programs. OMB has a hand in the development and resolution of all budget, policy, legislative, regulatory,

procurement and management issues on behalf of the President. Applications are being accepted for the summer from graduate level students with backgrounds in public policy, public administration, business or economics. Applicants should send a resume, writing samples (no more than 2 pages) and copies of transcripts (unofficial is acceptable) to [OMB\\_Recruitment@omb.eop.gov](mailto:OMB_Recruitment@omb.eop.gov) or fax to (202) 395-3504.

- Web site: <http://www.whitehouse.gov/omb>.
- Deadline: Applications are accepted throughout the year.

#### **OMB LEGISLATIVE AFFAIRS OFFICE**

The OMB Legislative Affairs internship program is for undergraduate level students in public policy, public administration, economics, law or a related field. The duration of the assignment varies depending on each student's schedule. U.S. Citizenship is required.

- Contact: Chris Cook, [CCook@omb.eop.gov](mailto:CCook@omb.eop.gov), (202) 395-3080, Fax (202) 395-3729.
- Web site: <http://www.whitehouse.gov/omb>.

#### **PEACE CORPS**

The Peace Corps provides practical assistance to developing countries by sharing America's most precious resource - its people. The close interaction between Peace Corps volunteers and local communities has allowed the Peace Corps to establish an admirable record of service that is recognized around the world. Since 1961, Peace Corps Volunteers around the world have brought a spirit of hope and optimism to the struggle for progress and human dignity. More than 187,000 Americans have served in 139 countries. Peace Corps Volunteers serve as teachers, business advisors, information technology consultants, health and HIV/AIDS educators and youth and agriculture workers.

While times have changed since the Peace Corps' founding, the agency's mission - to promote world peace and friendship - has not. The three goals of the Peace Corps are as relevant today as they were forty-three years ago: 1) to help the people of interested countries meet their need for trained men and women; 2) to help promote a better understanding of Americans on the part of the people served and 3) to help promote a better understanding of other peoples on the part of Americans.

Staff at Peace Corps Headquarters support the agency's mission and the important work of volunteers in the field. Paid and volunteer internship

positions may be available. Interested applicants should email their resume to [scarroll@peacecorps.gov](mailto:scarroll@peacecorps.gov).

- Web site: <http://www.peacecorps.gov>.
- Applications may be submitted at any time. Positions are available throughout the year.

### **PENSION BENEFIT GUARANTY CORPORATION**

The Pension Benefit Guaranty Corporation (PBGC) was established in 1974 by the Employee Retirement Income Security Act. Since its inception, the Corporation has been protecting the defined-benefit pension plans of millions of Americans. All of its federal employees are located in Washington, DC. The PBGC routinely offers positions to students under the *Student Temporary Employment Program (STEP)*.

PBGC may also have positions in the *Student Career Experience Program (SCEP)* and the *PBGC Intern Program* at various times throughout the year. The PBGC Intern Program is designed to provide structured individualized development in one of the Corporation's core business areas. The core business areas are accountants, actuaries, attorneys and pension law specialists.

- Contact: For information about these or other employment opportunities, please contact the Pension Benefit Guaranty Corporation, Human Resources Department, 1200 K Street NW, Suite 120, Washington, DC 20005-4026, (202) 326-4110, [HRDBusinessCenter@pbgc.gov](mailto:HRDBusinessCenter@pbgc.gov).
- Web site: [www.pbgc.gov](http://www.pbgc.gov).
- Applications may be submitted at any time. Positions are available throughout the year.

### **U.S. POSTAL SERVICE**

Today's U.S. Postal Service (USPS) is a competitive business with unmatched opportunities in every profession and is one of the largest employers in the United States. As an acknowledged leader in innovative technology, commitment to the environment and community involvement, the USPS is the employer of choice. The United Postal Service has established two programs for college students: the USPS Management Intern Program and the Summer Intern Program. The USPS is currently seeking candidates with backgrounds in the following disciplines: engineering, supply chain & logistics, operations, information technology, accounting & finance, human resources, sales & marketing and global business.

The *USPS' Management Intern Program* is a two-year program designed to develop a group of diverse leaders to contribute to the successful future of the Postal Service. It is designed for college graduates with a four year bachelor's degree. Graduates will gain insight into the operational workings of USPS as well as acquire a set of leadership skills that will transcend their careers. After successful completion of the two-year program, interns will be permanently placed within the USPS. To be considered for this program, submit a resume and cover letter to the contact information below.

The *USPS Summer Internship Program* is an 11 week summer program designed to give rising juniors and senior college students experience in a specific business function. Students will have a project sponsor who will provide guidance while the student gains direct hands on experience and responsibility on the assigned project.

- Contact: Sherri Toohey-Taylor, Talent Acquisition and Retention, [Talent@usps.gov](mailto:Talent@usps.gov), (202)268-5627
- Web site: [www.USPS.gov](http://www.USPS.gov)

## SECURITIES AND EXCHANGE COMMISSION

The Securities and Exchange Commission (SEC) administers federal securities laws that seek to provide protection to investors, ensure that securities markets are fair and honest and provide the means to enforce securities laws through sanctions. The SEC sponsors various internships for students during the summer months. Law students can apply for the *Summer Honors Program for Law Students*. Graduate students can apply for the *Summer Honors Business Program* and undergraduate students can apply for the *Summer Honors College Program*. Applications for these summer positions are generally accepted in December and January and may be paid or non-paid depending on agency funding. Non-paid internships for law students are filled through the *Law Student Observer Program* and are offered during the school year. Interested students should apply by the designated deadlines to be considered for semester internships. The agency also hires students through the *Student Temporary Employment Program (STEP)*. These types of internships are paid and are filled at the discretion of the agency as funding permits.

Interested parties may view the SEC Web site to obtain additional information about its student internship opportunities, application procedures and deadlines for receipt of applications.

- Web site: [http://www.sec.gov/jobs/jobs\\_fulllist.shtml](http://www.sec.gov/jobs/jobs_fulllist.shtml).

The *Summer Honors College Program* gives undergraduate students the opportunity to become acquainted with the agency's activities and explore various career opportunities with the SEC. Students work with various Commission staff and, over the course of the ten-week program, generally have the opportunity to work on a number of projects. Individual projects are assigned according to the skill set and interests of the student. Students participate in seminars and workshops on various aspects of the Commission's activities. The program allows students from universities across the country to work at the Commission's Washington, DC headquarters or one of its 11 regional and district offices nationwide.

Candidates must:

- Be at least 16 years of age at the time of appointment.
- Be currently enrolled as a degree seeking student, on at least a half-time basis (determined by the particular school or university) in an accredited 2 or 4-year college or university.
- Have a cumulative GPA of 2.5 or better on a 4.0 scale.
- Students graduating in May are not eligible for summer positions for that year, unless they will be continuing their education in the Fall semester in a graduate or law school program.
- Contact: the SEC Recruiting Office at [recruit@sec.gov](mailto:recruit@sec.gov).
- Web site: [www.sec.gov/jobs](http://www.sec.gov/jobs). Follow the link under "Summer Honors College Program" to find the online application.
- Applications may be submitted at any time. Positions are available throughout the year.

The *Summer Honors Law Program* gives first and second year law and JD/MBA students the opportunity to become acquainted with the regulation of the securities markets and the activities of the Commission. The program allows students from law schools across the country to work at the Commission's Washington, DC headquarters or in one of eleven regional and district offices nationwide. Summer internships traditionally begin after Memorial Day and last for 10 weeks.

**Selection Criteria:**

- Academic achievement (applicants must have a B average or higher to apply).
- Previous relevant employment and education.
- Writing, research and analytical abilities demonstrated through law review or other publication.

- Extracurricular activities, such as moot court competition, legal aid and clinical experience.
- Contact: the SEC Recruiting Office at (202) 551-4118 or [recruit@sec.gov](mailto:recruit@sec.gov).
- Web site: [www.sec.gov/jobs](http://www.sec.gov/jobs)
- Applications may be submitted at any time. Positions are available throughout the year.

The *Summer Honors Business Program* is an internship program that introduces students pursuing MBAs and other graduate degrees in such areas as accounting, economics, finance, information systems/information technology, human resources and public policy to the regulation of the securities markets and the work of the Commission. Graduate students from universities across the country have the opportunity to work for 10 weeks during the summer in the Commission's Washington, DC headquarters or one of its 11 regional and district offices nationwide.

**Selection criteria and other considerations:**

- Open to graduate students currently pursuing MBAs or other master's degrees in such areas as accounting, economics, finance, information systems/information technology, human resources, public policy and related fields.
- Students must complete one full year of graduate coursework toward their degree before the start of their SEC internship.
- Graduating students are eligible only if they will be continuing in another degree program immediately following their SEC internships.
- Academic achievement (applicants must have a minimum 3.0 GPA).
- Previous relevant employment experience will be considered.
- Writing, research and analytical abilities.
- Student leadership positions, honors and publications.
- ***U.S. citizenship is required***
- Relatives of SEC employees ***are not*** eligible
- Web site: [www.sec.gov/jobs](http://www.sec.gov/jobs). Follow the link to Summer Honors Business Program.
- Applications may be submitted at any time. Positions are available throughout the year.

The SEC's *Law Student Observer Program* provides exposure to the workings of the Commission and to the regulation of securities and securities markets. The one-semester volunteer program is open to first-

second- or third-year law students, JD/MBA students and L.L.M. students. Participants are assigned to one of the divisions or offices of the SEC at its headquarters in Washington, DC or one of its regional or district offices nationwide. Student observers are assigned to work with SEC staff members on projects covering a broad range of the Commission's work. Projects in the past have included the investigation of industry and issuer practices, litigation of civil enforcement actions and the drafting of proposed statutes and rules.

- Web site: [www.sec.gov/jobs.shtml](http://www.sec.gov/jobs.shtml).
- Contact: U.S. Securities and Exchange Commission, Attention: Candyce Pare, Student Observer Program, 100 F Street NE Washington, DC 20549-5631, [PareC@sec.gov](mailto:PareC@sec.gov), Fax (202) 772-9235.
- Applications may be submitted at any time. Positions are available throughout the year.

### SMITHSONIAN INSTITUTION

The Smithsonian Institution, the world's largest museum complex, is always looking for the brightest and most talented people to help produce its world-class programs, exhibits and research. Smithsonian interns have opportunities to make an impact, develop personally and professionally and learn from people who are experts in their fields.

- Visit <http://intern.si.edu/> to view the many possibilities with the Smithsonian Museum.

### SOCIAL SECURITY ADMINISTRATION

The Social Security Administration (SSA) helps 50 million people a month and is the world's largest social insurance program, serving the needs of Americans in over 1,300 field offices, located in all 50 states, as well as Puerto Rico, the Virgin Islands and Guam. For over 65 years, SSA has played a part in the lives of nearly every American. The programs administered by SSA have kept millions of elderly and disabled individuals safe from poverty.

Though SSA does not have a dedicated intern program, students are provided the opportunity to apply for federal jobs through the **Student Educational Employment Program**. The Student Educational Employment Program has two components: *Student Temporary Employment* and *Student Career Experience*. These programs are available to students in academic, vocational and technical programs. Information about these programs is available at <http://www.ba.ssa.gov/careers/students&grads.htm>.

The Social Security Administration (SSA) is an active recruiter for the *Presidential Management Fellows (PMF) Program*. For the past several years, SSA has hired more than 190 PMFs to work throughout the country and in the headquarters in Baltimore, Maryland. Information about the PMF program is available at <http://www.ba.ssa.gov/careers/pmf3.htm>.

Questions about internship opportunities in specific areas of the country should be addressed to the local personnel office. The list of personnel offices is found at <http://www.ba.ssa.gov/careers/nearestyou.htm>.

### **THE WHITE HOUSE**

The White House is home to the President and his family and serves to facilitate the President's interaction with Congress, the heads of executive agencies, the press and the general public. Undergraduate juniors and seniors who have demonstrated academic excellence and displayed a commitment to public service are encouraged to apply for the White House Internship Program.

The White House Internship Program offers an excellent opportunity to serve our President and explore public service. The White House seeks exceptional candidates to apply for this highly competitive program. In addition to typical office duties, interns attend weekly lectures, tours and complete an intern service project. Interns may serve a term in the fall, spring or summer. *Every candidate must be a United States citizen, enrolled in a college or university and at least 18 years of age.* Strong applications exhibit sound academic credentials, a history of community involvement and leadership, solid verbal/written communication skills and a demonstrated interest in public service.

- The application period for the summer 2012 White House Internship Program is now open. Applicants have until January 22, 2012 to apply for a summer 2012 White House Internship.
- Web site: <http://www.whitehouse.gov/about/internships>.