

INTERNSHIP OPPORTUNITIES WITHIN THE FEDERAL GOVERNMENT

This is our 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. Despite this, I hope you will find the information useful. Please distribute this guide to as many potential applicants as possible.

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

The U.S. Agency for International Development (USAID) is the federal government agency providing U.S. economic and humanitarian assistance worldwide for more than 40 years. At the Washington, DC headquarters, USAID does not have paid internships. There may be volunteer positions available for students majoring or working towards advanced degrees in fields relating to international development, including finance, economics, agriculture or public health. The Office of the General Counsel, which provides guidance for all of the agency's operations worldwide, has legal internship positions for J.D. candidates who have completed at least one year of law school. Interns must be United States citizens and have a security clearance.

- Volunteer student intern vacancies are posted on the USAID website at <http://www.usaid.gov/career/studentprograms.html>. Available intern opportunities will be listed after January 1 each year.

AMTRAK

Amtrak provides passenger rail service to over 500 destinations in the continental United States. At this time, unpaid internships are available in the Government Affairs office. Intern responsibilities 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.

College students who possess excellent written, public speaking and office skills and backgrounds in politics, history and/or government are encouraged to apply.

- Contact: Julie Soesbee, National Railroad Passenger Corporation, 60 Massachusetts Avenue NE, Washington, DC 20002, (202) 906-2008, jxs@amtrak.com.
- Website: <http://www.amtrak.com>
- Deadline: application acceptance is ongoing.

CENTRAL INTELLIGENCE AGENCY

The Central Intelligence Agency (CIA) supports the President, the National Security Council and all who make and execute U.S. national security policy by providing accurate, evidence-based, comprehensive and timely foreign intelligence related to national security policy and conducting counterintelligence activities, special activities and other functions related to foreign intelligence and national security as directed by the President..

The *CIA Summer Internship* and *Student Trainee* (Co-op) Programs provide students an opportunity to see first hand the role the CIA plays in supporting U.S. foreign policy. Selected students participate in substantive work with assignments commensurate with their academic training. The CIA also offers the *Graduate Studies Program* for students who are committed to attending graduate school full-time. Students are eligible to apply for tuition assistance during their last year of school. Opportunities are available to students majoring in a variety of fields such as computer science, engineering, economics, mathematics, geography, graphic design, cartography, business, accounting, international relations and international affairs. Approximately 60 percent of participating students convert to staff employment upon completion of their studies.

- Contact: Submit a resume through the CIA website 6-9 months prior to availability for work.
- Web site: <http://www.cia.gov>
- Deadline: November 1 for employment during the following summer.

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: Susan Raposa, Technical Information Specialist, Commission of Fine Arts, 401 F Street NW, Suite 312, Washington, DC 20001-2728, (202) 504-2200, staff@cfa.gov
- Website: <http://www.cfa.gov>

CONGRESSIONAL BUDGET OFFICE

The Congressional Budget Office (CBO) provides the Congress with objective, timely and non-partisan analysis needed for economic and budget decisions. Interns contribute to CBO's work in areas such as budget and tax policy, health care, national defense, environment, education, retirement and other income support policies, regulation and public investment. Ideal candidates are pursuing graduate academic programs in economics, public policy, health policy, financial management, mathematics, statistics, chemistry, physics or engineering. Summer internships are typically 10 weeks in length and include a stipend based on academic level and work experience.

- Contact: Nancy A. Fahey, Human Resources Specialist, Congressional Budget Office, 410 Ford House Office Building, Washington, DC 20515. Telephone (202) 226-2628.
- To apply: The intern application process is entirely online beginning in 2004. Students can obtain information about the Summer Internship Program and begin their application at www.cbo.gov/intern/cfm.
- Application dates: January 1 through February 28 each year.
- Web site: <http://www.cbo.gov>.

CONGRESSIONAL RESEARCH SERVICE

The Congressional Research Service (CRS) of the Library of Congress works exclusively and directly for the members and committees of Congress in support of their legislative, oversight and representative functions. The CRS Volunteer Internship Program accepts a limited number of volunteer interns each year. Although most interns are graduate students, exceptional undergraduate students are also welcome to apply. Volunteer interns assist professional CRS staff in performing research and reference in response to public policy-related issues and questions. Through this work, volunteers have an opportunity to participate in the legislative process and to develop valuable research skills in a public policy setting.

- Nature of Appointment: CRS internships are highly competitive and offered on an as needed basis as determined by the divisions within CRS.
- Deadlines: Internship applications are accepted on an ongoing basis; there are no application deadlines. Internships can last from three months to one year. Hours are determined by the needs of individual divisions and the applicant.
- Application Procedures: Please send your resume to Bernevia McCalip, CRS Volunteer Internship Coordinator, via e-mail: bmccalip@crs.loc.gov. Please include a cover letter indicating your dates of availability and areas of interest or expertise.
- Benefits: Although CRS volunteer internships do not offer financial compensation, students may be able to earn college credit. Interested applicants should check with their college placement office/career center to learn about how to receive credit for volunteer internships.

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 Beverly McGoines.

- 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, bmcgoines@cns.gov.

- Website: www.nationalservice.org
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

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 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: Desiree L. Watkins, Program Manager, Special Recruitment, Administrative Office of the U.S. Courts, AO Personnel Division, Suite G-200, (202) 502-1705, Fax (202) 502-4688
- Website: <http://www.uscourts.gov/>
- Deadline: Vacancies are posted throughout the year at www.uscourts.gov, www.studentjobs.gov and www.careerbuilder.com.

DEPARTMENT OF AGRICULTURE

The Department of Agriculture (USDA) works to improve and maintain farm income and to develop and expand markets for agricultural products. USDA helps to cure poverty, hunger and malnutrition and operates rural development, credit and conservation programs. 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: Recruitment and Employee Development Division, Room 316-W, Jamie L. Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9603, (202) 720-6104. You may also call Lin 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 Managers, visit <http://www.usda.gov/da/employ/2003StudentProgramManagers.htm>
- Web site: <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 is much more than the nation's business agency. It provides diverse services and opportunities that better the lives of people everywhere. Their work strengthens America by stimulating the economy and creating jobs. They serve as a scientific research agency and promote the advancement of science and technology. They improve public health, safety and the environment, promote trade and help business and industry improve their international competitiveness.

The Department has jurisdiction over the Economics and Statistics Administration, the Bureau of the Census, the Bureau of Economic Analysis, the Bureau of Industry and Security, 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 and the Technology Administration.

Visit the student website at: <http://ohrm.doc.gov/jobs/student>. Each bureau implements its own hiring program. Utilizing the contact list on the bottom of the homepage of the student website, applicants should contact the bureau in which they're interested in working directly, as opening and closing dates and application forms may vary depending on the bureau.

- Contact: Colette Davis, US Department of Commerce, Office of Human Resources Management, 14th and Constitution Avenue, Room 5004, Washington, DC 20230, Cdavis@doc.gov.
- Web site: <http://www.commerce.gov>
- Applications may be submitted at any time unless otherwise stated. Positions are available throughout the year. A resume and cover letter will be accepted as the application form.

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.

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 largest is the PALACE Acquire Program (PAQ), which hires approximately 400-450 college graduates each year to enter a three- to four-year developmental program in one of 20 career fields. The COOPER CAP Program is the same as the PAQ Program except that it is exclusively for the contracting career occupations. Approximately 80 individuals are selected for the COOPER CAP Program each year. Both Programs target hiring recent college graduates with top grade-point averages who will enter the selected occupation at the GS-11 or GS-12 level. Location for these internship[s] are throughout the Air Force and change each fiscal year depending on Air Force needs and available resources.

Each year in early June, positions are advertised on the Office of Personnel Management's USAJOBS website. The announcement provides detailed information on the application process. Then in September, college recruiting begins and recruiters visit college campuses across the country.

- Website: Information on the Air Force Intern Programs is found on the AFPB website at <http://www.afpc.randolph.af.mil/cp/recruit/>.

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>.

DEFENSE LOGISTICS AGENCY (DLA)

The DLA provides logistics support to America's military forces worldwide for peacetime and wartime operations, as well as emergency preparedness and humanitarian missions. Our diverse workforce consists of over 21,000 civilian and military employees in 48 states and 28 foreign countries dedicated to providing responsive, best value solutions for our nation's warfighters. Our Corporate Internship Programs and Student Educational Employment Programs provide qualified high school, undergraduate and graduate students an opportunity to gain experience through formal and on-the-job training.

- Contact: Virginia Cothran, Corporate Recruitment Analyst, DLA, 8725 John J. Kingman Road, STOP 6231, Fort Belvoir, VA 22060-6221, Virginia.Cothran@dla.mil.
- Website: www.hr.dla.mil.

DEFENSE SECURITY SERVICE (DSS)

The DSS, formerly known as the Defense Investigative Service (DIS), plays a crucial role in safeguarding our Nation's security. As a Department of Defense (DoD) agency, DSS makes its contribution to the National Security Community by providing industrial security products and services, as well as offering comprehensive security education and training to DoD and other government entities. DSS offers the unique advantage of integrating counterintelligence into its core security disciplines through its training programs, policy development and operational support to our field elements.

DSS does not currently have a dedicated intern program. However, DSS has used the Federal Career Intern Program (FCIP) appointing authority to fill many of its entry-level positions. The FCIP provides two-year internship appointments at entry grade levels with noncompetitive conversion to career conditional status after two years. Employment opportunities for which DSS might use FCIP authority are generally advertised by the U.S. Office of Personnel Management

and the announcements for these opportunities are posted on the USAJOBS Web site at <http://www.usajobs.opm.gov>.

DEPARTMENT OF EDUCATION

The Department of Education (ED) establishes policy for, administers and coordinates most federal assistance to education. Its mission is to ensure equal access to education and to promote educational excellence throughout the nation. ED offers various education-related work assignments to students in support of its programs and objectives. Following is information on the types of paid and unpaid internship programs offered by ED, including information on ED's Summer Employment Program:

Cooperative Education - Student Career Experience

This program is a work-study partnership among students, educational institutions and various Federal agencies. It offers valuable work experience directly related to a student's academic field of study and provides formal periods of work and study while attending school. After completion of academic and work requirements, students may be eligible for permanent employment.

University Work Study

This program is an agency-funded learning experience in cooperation with colleges and universities. The Schools identify and pay students for their participation.

Volunteer Service

The Student Volunteer Program allows students to participate in the Federal service as a student volunteer. These unpaid work opportunities allow students to explore various occupations and gain practical experience while still enrolled in an academic program.

Student Temporary Educational Program (STEP)

STEP provides temporary employment opportunities that can last for as long as you are a student. Employment does not need to be related to a student's academic field.

Workforce Recruitment Program for College Students with Disabilities

This program is a resource to connect public and private sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities in the workforce.

Federal Internship Program

These positions provide developmental or professional experience to individuals who have completed their formal education. They are designed to increase the pool of qualified candidates in a particular occupational specialty.

Summer Employment

The Summer Employment Program creates training and work opportunities for individuals who can work only during summer months. The work ranges from office support, trades and labor occupations to positions in professional fields. It provides training and work opportunities in a wide variety of positions.

- For more specific information on special skills or education required, job titles, appropriate forms or documents required to request specific positions under the various programs, contact Paula Garner, Human Resource Personnel Representative at the Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202, (202) 401-0126.
- Web site: <http://www.ed.gov>

DEPARTMENT OF ENERGY

The Department of Energy's (DOE's) overreaching 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 DOE's Career Intern Program is designed to attract college graduates to the DOE. Selected interns will build on their college credentials, be exposed to demanding work, meaningful projects and practical training and gain technical expertise in career fields that will stretch their imagination and influence future career paths.

- Contact: Anita Seto, Office of Human Capital Management Innovations and Solutions, ME-52, Room 4F-094, U.S. Department of Energy, 1000 Independence Avenue SW, Washington, DC 20595, (202) 586-6589, 202-586-3294 fax.
- Website: <http://ma.mbe.doe.gov/pers/Cip/index.htm> online application.
- Deadline: Applicants may apply year-round.

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> and <http://www.hhs.gov/careers/elp.html>.

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 prevents and deters terrorist attacks and protects against and respond to threats and hazards to the nation. The Department 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, the Department 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. Applications for summer internships should be submitted by April 15th of each year.

- Contact: Michael Matthews, Human Resource Specialist, Office of Human Capital, Hiring and Transition Response Team, Department of Homeland Security, 7th and D Streets SW, Washington, DC 20528. Telephone (202) 692-4273. Email Michael.Matthews@dhs.gov.

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, 20 Massachusetts Avenue NW, Washington, DC 20529, (202) 272-1337.

U.S. COAST GUARD

The U.S. Coast Guard is the principal maritime law enforcement agency and is charged with a broad scope of regulatory, law enforcement, humanitarian and emergency response duties. Their vessels and aircraft interdict illegal migrants and drug smugglers, enforce fisheries laws, prevent and respond to oil pollution, ensure safety of our waterways and protect people and property through search and rescue efforts. Our civilians are vital in support of the Coast Guard's mission in over 100 locations around the country and in more than 200 different occupations.

Student employment and internship opportunities include the following: Student Educations Employment Program (SEEP), Federal Career Intern, Outstanding Scholar and the Presidential Management Fellowship (PMF) Programs. More information on these programs is available at the Web address below.

- Contact: Interested parties should contact a career counselor at his or her college campus or submit a cover letter and resume to the Office of Civilian Recruiting, U.S. Coast Guard, 4200 Wilson Blvd., Suite 400, Arlington, VA 22205, civilianrecruiting@ballston.uscg.mil.
- Web site: <http://www.uscg.mil/hq/cgpc/cpm/jobs/studentprog.htm>.

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 priority mission of CBP is to prevent terrorists and terrorist weapons from entering the United States. CBP also is responsible for apprehending individuals attempting to enter the United States illegally, stemming the flow of illegal drugs and other contraband; protecting our agricultural and economic interests from harmful pests and diseases; protecting American businesses from theft of their intellectual property; and regulating and facilitating international trade, collecting import duties, and enforcing U.S. trade laws.

CPB has utilized the various student programs, including *Student Volunteer* (unpaid) positions, *Student Temporary Employment Program* and the *Student Career Experience Program* over the years and found them to be extremely beneficial to both the agency and the students. Unfortunately, due to hiring restrictions, CBP anticipates limited participation for this fiscal year. They encourage students seeking employment with CBP to work directly with their Career Services Office for possible student positions and to visit their website for information regarding recruitment opportunities for permanent positions.

- Website: www.cbp.gov

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, that 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.

- Contact: Kerrie Ferrell, US HUD, Office of Human Resources, 451 7th Street SW, Washington, DC 20410, (202) 708-2000 x2883, HUDintern@hud.gov.
- Web site: <http://www.hud.gov>
- Applications may be submitted at any time unless otherwise stated. A resume and cover letter will be accepted as the application form.

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.

Diversity Intern Program

The Department of the Interior strives to increase diversity in its workforce by providing internship opportunities to students through the Diversity Intern Program. Interns work during the fall and spring semesters and summer months for bureaus and offices nationwide. The Office of Educational Partnerships in Washington, D.C., provides Department-wide coordination and oversight. The Program is administered through four nonprofit partner organizations: Hispanic Association of Colleges and Universities (HACU), Minority Access, Inc., Student Conservation Association (SCA) and National Association for Equal Opportunity in Higher Education (NAFEO).

- Contact: the Diversity Internship Program at (202) 208-6403, TTY (202) 208-5069, Fax (202) 208-3620 or ed_partners@ios.doi.gov
- Web site: <http://www.doi.gov/hrm/dipprogram.html>.

Government-wide Acquisition Management Intern Program (GAMIP)

The DOI University's GAMIP is a two-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 2-year training program, interns are permanently placed in a sponsoring agency.

- Contact: Cori Sabet, U.S. Department of the Interior, National Business Center, DOI University, 1849 C Street NW, MS 7129-MIB, Washington, DC 20240, (202) 219-2213, Corinne_c_sabet@nbc.gov.
- Web site: www.doiu.nbc.gov/intern.html.
- Deadline: Applications for the program are accepted online only through the USAJOBS website. Applications for employment must be submitted by the closing date of the vacancy announcements which are posted at www.usajobs.opm.gov in February/March of each year.

Many of the Department's subagencies offer internship opportunities:

BUREAU OF LAND MANAGEMENT

The Bureau of Land Management is responsible for the management of approximately 264 million acres of public lands, located primarily in the West and Alaska. The Bureau has a variety of volunteer experiences available for interested persons.

- Web site: <http://www.blm.gov/volunteer>

BUREAU OF RECLAMATION

The Bureau of Reclamation is responsible for the development and conservation of the Nation's water resources in the 17 Western States. The Federal Reclamation Program was established in 1902 to reclaim the arid lands of the West, primarily irrigation projects for farmers. Today, the Bureau of Reclamation's mission has expanded to encompass a wide range of water

resource management efforts, including hydroelectric power generation, municipal and industrial water supplies, flood control, outdoor recreation, enhancement of fish and wildlife habitats and research. The Student Temporary Employment Program enables students to earn a salary while continuing their studies. Students in this program are not eligible for conversion to a career or career-conditional appointment. The Student Career Experience Program provides on-the-job training to students at the high school through graduate levels in occupations related to their fields of study. Students in this program are eligible for conversion to a career or career-conditional appointment. Students are recruited from schools, learning institutions, colleges and universities by 6 human resources offices located in Denver, Colorado; Billings, Montana; Salt Lake City, Utah; Boise, Idaho; Sacramento, California; and Boulder City, Nevada.

- Web site: <http://www.usbr.gov/pmts/hr/>.

FISH AND WILDLIFE SERVICE

The Fish and Wildlife Service's (FWS) mission is working with others to conserve, protect and enhance fish, wildlife and plants and their natural habitats for the continuing benefits of the American people. Volunteer positions may be available.

Volunteer and Student Educational Employment Programs:

- Contact: Trevor Needham, Volunteer and Partnership Coordinator, FWS, 4401 N. Fairfax Drive, Room 634, Arlington, VA 22203, (703) 358-2392, Trevor_Needham@fws.gov. For information about volunteer opportunities call (800) 344-WILD.
- Website: <http://volunteers.fws.gov> and <http://www.volunteer.gov/gov/>.

Student Educational Employment positions:

- Contact: Gwendolyn Edwards, Human Resources, FWS, 4401 North Fairfax Drive, Room 2042, Arlington, VA 22203, (703) 358-2571, Gwendolyn_Edwards@fws.gov.
- Web site: <http://jobs.fws.gov/studentjobs.htm>.

NATIONAL PARK SERVICE

The National Park Service is dedicated to conserving the natural and cultural resources of the National Park System for the enjoyment, education and inspiration of the public. 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. It is available to all levels of students: high school, vocational and technical, associate degree, baccalaureate degree, graduate degree and professional degree students. Students may be employed year-round with flexible schedule of work assignments.

Student Temporary Employment Component – Job opportunities under this component offer temporary employment. Employment can range

from summer jobs to positions that can last for as long as you are a student. These employment opportunities need not necessarily be related to your academic field of study.

Student Career Experience Component – Valuable work experience directly related to academic field of study is offered to students through this component. It provides formal periods of work and study while the student is attending school. It requires a commitment by the student, the school and the National Park Services. After successfully completing education and work requirements, the student may be offered a permanent federal job.

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

The NPS also hires many seasonal employees throughout the year. Applicants may apply to specific announcements posted on the Internet at www.usajobs.opm.gov or www.sep.nps.gov or by calling (877) 554-4550. Jobs include Park Ranger (law enforcement, interpretive, general), Biological Science Technician, Park Guide, Visitor Use Assistant (fee collector), Forestry Technician and Maintenance.

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.

- Website: www.usdoj.gov/careers.

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

BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is a law enforcement organization within the Department of Justice with unique responsibilities dedicated to reducing violent crime and protecting the public. Summer job opportunities may be available on our website mid-November. Paid and volunteer internship opportunities may be available to graduate and undergraduate students the Bureau's headquarters and several of the Bureau's field offices.

- Website: www.atf.gov/jobs

DRUG ENFORCEMENT ADMINISTRATION

The Drug Enforcement Administration (DEA) enforces the controlled substances laws and regulations, and brings to the criminal and civil justice system those organizations involved in the growing, manufacturing and/or distributing of

controlled substances in or destined for the United States. While the DEA does not offer an internship program, it does employ students in the Volunteer Service Program, the Student Temporary Employment Program, the Student Career Experience Program, and the Summer Honors Program. The Volunteer Service Program offers unpaid training opportunities to high school and college students. In this program, students have an opportunity to observe actual field operations and to combine their classroom knowledge with real situations. The Student Temporary Employment Program is designed specifically to provide federal employment for students who attend high school or a post-secondary institution. The Student Career Experience Program is currently open to students who are enrolled in a baccalaureate program, majoring in chemistry. The DEA anticipates having a 2003 Summer Honors Program as well.

- Requirements for the Volunteer Service program:
 1. Students must be enrolled, at least half time, in an accredited high school or trade school; technical or vocational school; a junior or community college; a four-year college or university; or any other accredited education institution.
 2. Students must submit an application/resume, transcript, and a letter from the school stating the anticipated date of graduation.
 3. A Volunteer Service Agreement must be completed between the school and the DEA.
- Requirements for the Student Temporary Employment Program:
 1. A student must be enrolled or accepted for enrollment for a degree.
 2. Students must be enrolled, at least halftime, in an accredited high school or trade school; technical or vocational school; a junior or community college; a four-year college or university; or any other accredited institution.
 3. Students must submit an application/resume, transcript, and a letter from the school stating the anticipated date of graduation.
- Requirements for the Student Career Experience Program:
 1. Students must be enrolled in the school's student career experience program.
 2. Students must be in good academic standing.
 3. Students must be qualified under the appropriate qualification standards and meet suitability and fitness requirements for the trainee positions.
 4. Students must be enrolled in a field of study related to the assigned work.
- Requirements for the 2003 Summer Honors Program:
 1. The program is open to all major fields of study.
 2. Nominees must be undergraduate students who will be entering their third or fourth year of school during the upcoming fall semester. Nominees may also be graduate students. Nominees must be in good academic standing with a cumulative grade point average of 3.5 or better.
 3. Undergraduate students must be nominated by a college or university official who has appropriate knowledge of the nominee's achievements and potential. Graduate students must be nominated by the school Dean.

4. Interns may be appointed to positions at grades GS-4 through GS-9 depending upon their education and experience.
- Contact: Ms. Doris Turner, (202) 307-4094, for DEA student programs in the Washington, DC area. Contact Ms. Marie Dungey at (202) 307-4080 for DEA student program in the rest of the United States..
 - Web site: <http://www.usdoj.gov/dea>.
 - Deadline: unspecified.

FEDERAL BUREAU OF INVESTIGATION

The Federal Bureau of Investigation (FBI) investigates violations of federal laws. It is charged with gathering and reporting facts, locating witnesses and compiling evidence in cases involving federal jurisdiction. Opportunities for students are available under the FBI Honors Internship Program, a highly selective, paid internship program for graduate and undergraduate students interested in careers in the FBI.

- Contact: Applicant Coordinator, Wachovia Building, Suite 900, 400 South Tryon Street, Charlotte, NC 28285-0001, (704) 377-9200, Fax (704) 331-4595.
- Deadline for the Honors Internship Program: November 1st of each year (the agency recommends that interested students contact the applicant coordinator by August of each year)
- Web site: <http://www.fbi.gov>

FEDERAL BUREAU OF PRISONS

The Federal Bureau of Prisons is responsible for protecting society by confining offenders in the controlled environment of prisons and community-based facilities that are safe, humane, cost-efficient and appropriately secure and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

- Contact: The Staffing, Examining, Employee Relations Section at (202) 307-3177.
- Web site: <http://www.bop.gov>.
- Deadline: Applications may be submitted at any time for student employment.

TAX DIVISION

The Tax Division handles and supervises civil and criminal matters that arise under the internal revenue laws. The Tax Division strives to ensure consistent application and uniform enforcement of the internal revenue code in order to promote compliance with the tax laws and maintain confidence in the integrity of the tax system. Tax Division attorneys work closely with the Internal Revenue Service and U.S. Attorneys Offices to develop tax administration policies, handle civil trial and appellate litigation in federal and state courts, pursue federal grand jury investigations and handle criminal prosecutions and appeals.

The Division has volunteer opportunities as well as limited number of compensated positions for law students during the school year. Law student volunteer positions are also available during the summer.

The Division also has a limited number of compensated positions for local undergraduate students able to work during the school year.

- Contact: Interested students may send application materials to the U.S. Department of Justice, Tax Division, Human resources Office, PO Box 813, Washington, DC 20444. Law students should submit a resume, law school and undergraduate transcripts and a writing sample and should indicate whether they are interested in volunteer or compensated position in wither the criminal, civil or appellate sections of the Division. Undergraduate students need only submit a resume and cover letter.
- Websites: For further information on the Tax Division's programs for law students, visit <http://www.usdoj.gov/oarm/arm/int/volunteerads.htm>. All other information can be found at <http://www.usdoj.gov/tax/index.html>.

DEPARTMENT OF LABOR

The primary mission of the U.S. Department of Labor is to serve and protect American workers, prepare them for new and better jobs and ensure the adequacy of America's work places. In serving and protecting workers, the Department of Labor ensures workers' rights, inspects work sites, shields workers from employment discrimination, administers unemployment insurance programs, collects and analyzes economic data, protects pension benefits and enforces workers' compensation and wage standards. The Department also sponsors training and retraining programs to help workers and veterans adapt to the demands for new skills in the ever-changing work force. The Department offers paid and voluntary internships in a variety of academic majors. Some of the internships available to both undergraduate and graduate students are: Accounting, Computer Science, Economics, Engineering, Finance, Law, Mathematics, Physical/Biological Sciences, Industrial Hygiene, Statistics, Social Services, Business Administration and Public Administration.

- Contact: Rodney Lattisaw, Human Resource Specialist, U.S. Department of Labor, 200 Constitution Avenue NW, Room C-5516, Washington, DC 20210, (202) 693-7633, 202-693-7729 (Fax), Lattisaw.rodney@dol.gov.
- Website: www.dol.gov
- Deadline: Internship applications are accepted year round with the exception of summer. For further information on summer internships please visit Department of Labor's website @ www.jobs.dol.gov during the months of February through April.

OFFICE OF DISABILITY EMPLOYMENT POLICY

The Office of Disability Employment Policy (ODEP) provides national leadership by developing and influencing disability-related employment policy, as well as practice affecting the employment of people with disabilities. In furtherance of this mission, ODEP supports two internship programs for college students with disabilities:

The Workforce Recruitment Program for College Students with Disabilities

The Workforce Recruitment Program for College Students with Disabilities (WRP), cosponsored by ODEP and the U.S. Department of

Defense, provides summer and permanent job opportunities in the federal government and the private sector for college students with disabilities. Jobs are available in many federal agencies and in a variety of fields. To be eligible for the WRP, a student must have a disability, be a current full-time undergraduate or graduate student or have graduated within one year of the date of the interview. For the 2006 WRP, any student who graduates in May 2005 or later would still be eligible. Students must also be U.S. citizens. The program is run on an annual basis and requires an on-campus recruitment visit. The interviews take place during January and February of each year. THW WRP does not work directly with individual students but through points of contact at colleges and universities.

- Contact: Betsy Kravits, Office of Disability Employment Policy, 200 Constitution Avenue NW, Room S-1303, Washington, DC, 20210, (202) 693-7860, Fax (202) 693-7888, kravitz.betsy@dol.gov.
- Website: <http://www.dol.gov/odep>.
- Deadline: Schools that would like to participate in the WRP should make contact by August for recruitment the following January/February.

Public Service Internship Program

The Public Service Internship Program is a fall and spring semester academic internship program that supports undergraduate students with disabilities in their efforts to pursue careers in public service. Managed under contract by the Washington Center for Internships and Academic Seminars (TWC), the program helps students develop leadership skills and gain valuable work experience in public service. The students' professional experience is coupled with solid academic training for credit from highly qualified instructors. In addition, students are exposed to community, national and international leaders through workshops, seminars, lectures, embassy visits and networking events held throughout the course of the semester. Fifty comprehensive scholarships are awarded through this program to students with disabilities interested in working in the executive, judicial or legislative branches of the federal government during the spring and fall semesters. Scholarships are not available in the summer.

- Contact: Jennifer Taransky, the Washington Center for Internships and Academic Seminars, 2301 M Street NW, Fifth Floor, Washington, DC 20037, (202) 457-0046, Fax (202) 336-7609, jennyt@twc.edu
- Website: <http://www.twc.edu>
- Deadline: Varies depending on the semester.

DEPARTMENT OF STATE

The U.S. Department of State is the official international relations arm of the President of the United States. 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 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. The majority of internships are unpaid.

- Contact: The Student Intern Program brochure may be downloaded from the Department's Web site at <http://www.careers.state.gov>
- To receive a copy of the Student Intern Program Brochure via mail, write to the Intern Coordinator, Recruitment Division, Department of State, 2401 E Street, N.W., Room H518, Washington, DC 20522-0108.
- Applications must be submitted online through Gateway to State, which can be accessed on the Department's website, www.careers.state.gov
- Deadlines: July 1 for Spring program for the following year; November 1 for Summer program for the following year and March 1 for the Fall program.

DEPARTMENT OF TRANSPORTATION

The U.S. Department of Transportation (DOT) is at work for America building a safe and secure transportation system for the 21st century - one that is international in reach, intermodal in form, intelligent in character and inclusive in service. The mission of the DOT and its nearly 60,000 employees nationwide is to serve the United States by ensuring a fast, safe, secure, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future.

- For more information, please visit our *Careers in Motion* page by going to DOT's website, <http://www.dot.gov>, and selecting the "Jobs & Education" button. Positions are available throughout the year.

FEDERAL AVIATION ADMINISTRATION

The Federal Aviation Administration (FAA) is responsible for the safety of civil aviation. The FAA summer Employment Programs and Internships are aimed at providing students with: (1) a positive work and learning and development experience, (2) an opportunity to receive supplemental income and (3) an opportunity to encourage students to pursue careers in aviation.

DOT Summer Employment Program

FAA is participating in the DOT 2005 Summer Employment Program. DOT is recruiting to fill several positions in the Washington, DC area in specific occupational groups (e.g., office automation clerk, engineering technician, computer clerk, program analyst, general engineer) or modes of transportation. This program is open to all college and high school students who are at least 16 years old and U.S. citizens.

- Contact: Brenda Adams, (202) 267-7015, fax (202) 267-8330, brenda.adams@faa.gov.
- Website: www.jobs.faa.gov
- Deadline: March 1

DOT Workforce Recruitment Program (WRP)

FAA is participation in this year's WRP for students with disabilities. THW WRP offers a unique opportunity to hire qualified postsecondary students and recent graduates with disabilities for either summer internship positions or for full time permanent position in the FAA.

- Contact: Brenda Adams, (202) 267-7015, fax (202) 267-8330, brenda.adams@faa.gov.
- Website: www.jobs.faa.gov

FEDERAL HIGHWAY ADMINISTRATION

The Federal Highway Administration (FHWA) seeks to coordinate highway planning with other modes of transportation to achieve the most effective nationwide transit system.

- Web site: <http://www.fhwa.dot.gov/education/stipdg.htm>

JOHN A. VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

John A. Volpe National Transportation Systems Center, as part of the RSPA, develops integrated multi-modal approaches to critical national transportation issues. Teams of experts from government and industry help national decision-makers define problems and pursue solutions necessary to lead transportation into the 21st century.

- Web site: <http://www.volpe.dot.gov>

MARITIME ADMINISTRATION

The Maritime Administration (MARAD) administers programs to aid in the development, promotion and operation of the U.S. merchant marine.

- Web site: <http://www.marad.dot.gov/>.

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

The National Highway Traffic Safety Administration (NHTSA) seeks to prevent injuries, save lives and reduce traffic-related health care and other economic costs.

- Web site: <http://www.nhtsa.dot.gov>

RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION

The Research and Special Programs Administration (RSPA) is responsible for hazardous materials transportation and pipeline safety, transportation emergency preparedness and multimodal transportation research and development activities.

- Web site: <http://www.rspa.dot.gov>

TRANSPORTATION SECURITY ADMINISTRATION

The Transportation Security Administration (TSA) protects the Nation's transportation systems to ensure the freedom of movement of people and commerce.

TSA may have up to 30 internship positions available this summer. They encourage prospective TSA interns to apply online. All internship positions are open until filled.

- Contact: Phyllis Throckmorton, TSA, Office of Human resources – Diversity and Outreach Programs, HQW-4, 119S, TSA-21, 701 South 12th Street, Arlington, VA 22202, (571) 227-2828, fax (571) 227-3072.
- Web site: <http://www.tsa.gov>.

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's Web site at 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

As the federal government's security printer, the Bureau of Engraving and Printing (Bureau) designs, produces and furnishes a large variety of printed security documents including Federal reserve Notes (paper currency), United States Postage Stamps, identification cards, naturalization and citizenship certificates and other special security documents.

- Website: www.moneyfactory.gov

THE 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 utilizes two federally supported student programs:

The Student Temporary Employment Program (STEP). In this program, students are appointed to a position not to exceed one year and may be extended in one-year increments, with no requirement of being enrolled in a related field of study.

The 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.

Both programs have information and announcements for agencies other than the IRS posted on the OPM website: www.usajobs.opm.gov. However, the IRS does not use this website because it selects applicants from the numerous referrals it receive. Currently, the IRS has approximately 60 students that are recognized as

participants in the STEP and SCEP. In addition to these programs, the IRS welcomes student volunteers. Volunteer opportunities are generally initiated at the student's request.

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

OFFICE OF COMPTROLLER OF THE CURRENCY

The Office of the Comptroller of the Currency (OCC) is the world's preeminent bank supervisory agency. The OCC, a Bureau of the Department of the Treasury, charters, regulates and supervises the integrity of our national banks. The OCC ensures that the national banking system in the United States is safe, sound and competitive by verifying the quality of each bank's assets. Additionally, the OCC supervises federal licensed branches of foreign banks. It works with national banks to provide much needed services that enhance the US economy and benefits American citizens and communities. Each summer, the OCC offers several short-term job opportunities for students studying finance, accounting, economics or law. It looks for students who have good analytical, technical or consulting skills and enjoy the learning process.

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

OFFICE OF THRIFT SUPERVISION

The Office of Thrift Supervision (OTS) is responsible for supervising thrift institutions to maintain the safety and soundness of those institutions and to ensure the viability of the thrift industry. Paid and volunteer positions may be available to undergraduate students.

- Web site: <http://www.ots.treas.gov>

DEPARTMENT OF VETERANS AFFAIRS

The Department of Veterans' Affairs (VA) serves America's veterans and their families to ensure that they receive medical care, benefits, social support and lasting memorials promoting health, welfare and dignity for all veterans in recognition of their service to the nation. Each VA facility has its own summer and student employment policies and procedures.

VA Mid-Atlantic Health Care Network—VISN 6

The VA Mid-Atlantic Health Care Network (VISN 6) was established in 1996 when the Veterans Health Administration reorganized health care services into Veterans Integrated Service Networks (VISNs). VISN 6 is headquartered in Durham, NC and serves veterans throughout North Carolina, Virginia and portions of West Virginia and South Carolina. VISN 6 includes eight medical centers and ten outpatient clinics in a three-state area, offering services to veterans ranging from primary care to specialized care. For information on possible employment and/or volunteer opportunities, contact the VA hospital in your North Carolina area.

- Contacts:
 - Mr. Ted Knicely, Chief, HRMS, Asheville VA Medical Center, Telephone (828) 298-7911, ext. 5605.

- Mr. Gregory Moore, Chief, HRMS, Durham VA Medical Center, Telephone (919) 286-6901, ext. 6404.
- Ms. Hollande “Holly” Lawson, Human Resources Officer, Salisbury VA Medical Center, (704) 638-9000, ext. 3432.
- Web site: <http://www.va.gov>.

The VA’s Office of Diversity Management and Equal Employment Opportunity partners with external organizations to provide internship opportunities for students. Below are brief descriptions of these programs. Interested students may contact these partners directly.

American Indian Science and Engineering Society

The American Indian Science and Engineering Society (AISES) is a national nonprofit organization that nurtures building of community by bridging science and technology with traditional Native values in order to provide opportunities for American Indians and Native Alaskans to pursue studies in science, engineering and technology fields. AISES provides interns with transportation to and from the internship site, weekly stipends, dormitory lodging and a local transportation allowance.

- Contact: Shirley LaCourse, Manager, Higher Education Program, (505) 765-1052, ext. 106, Shirley@aises.org.
- Website: <http://www.aises.org>

American University’s Washington Internships for Native Students

The Washington Internships for Native Students (WINS) Program provides a valuable and unique opportunity for Native American college students to live, study and intern in Washington, DC. Participants take academic coursework at American University and gain practical skills and knowledge to take back to their home communities. Students who successfully complete the program receive six academic credit hours to transfer to their home school. The program provides travel, lodging and the cost of scheduled social and cultural activities.

- Contact: Amy Morrill Bijeau, Internship Director, Washington Semester Program, (202) 895-4967, morrill@american.edu.

Hispanic Association of Colleges and Universities National Internship Program

The Hispanic Association of Colleges and Universities (HACU) National Internship Program provides professional work experience that enables Hispanic students to make more educated career choices and supplement academic study with practical experience. HACU’s Internship Program runs year-round and provides interns with round-trip airfare, housing and stipends based on their academic level.

- Contact: SAbdra Penaherrera, Director, HACU National Internship Program, (202) 467-0893, ext. 2083, spenaherrera@hacu.net.
- Website: <http://www.hacu.net>.

National Association for Equal Opportunity in Higher Education

The National Association for Equal Opportunity in Higher Education (NAFEO) represents Historically Black Colleges and Universities (HBCUs) in higher education. The NAFEO Internship Program provides HBCU students the opportunity to work in government departments and agencies, while exposing the departments and agencies to a culturally diverse group of students. The program runs year-round and provides interns with travel, housing and stipends.

- Contact: Stephanie Valentine, Director, NAFEO Internship Program, (301) 650-2440, ext. 128.
- Website: <http://www.nafeo.org>

The Washington Center for Internships and Academic Seminars

The Washington Center for Internships and Academic Seminars is an independent nonprofit organization that provides experiential learning opportunities for colleges and university students from across the country. The Washington Center's Diversity in Government Program's mission is to prepare emerging Asian American and Pacific Islander, Hispanic, African American and Native American students, as well as students with disabilities, to assume leadership positions in the public sector. Students earn academic credit and are provided with travel, housing and stipends.

- Contact: Jennifer Clinton, Senior Manager, The Washington Center for Internships and Academic Seminars, (202) 336-7569, jennifercl@twc.edu.

Workforce Recruitment Program for College Students with Disabilities

The Workforce Recruitment Program (WRP) is an outstanding source for employers to hire qualified, dedicated students and graduates for long-term employment. Each year, WRP recruits college students with disabilities and provides student profiles to leading nationwide employers.

- Contact: (WRP) Diana Levesque, Administrative Coordinator, DoD Disability Program, Diane.Levesque.ctr@osd.mil or (VA) Brenda A. Martin, (202) 501-2099.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

The Equal Employment Opportunity Commission (EEOC) works to eliminate discrimination based on race, color, religion, sex, national origin, disability or age in hiring, promoting, firing, setting wages, testing, training, apprenticeship and all other terms and conditions of employment. Paid and volunteer opportunities may be available to qualified undergraduate and graduate students.

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

EXPORT-IMPORT BANK OF THE UNITED STATES

The Export-Import Bank helps the private sector create and maintain U.S. jobs by financing exports of the nation's goods and services. The Bank offers a variety of loans, guarantees and insurance programs to support export transactions. College juniors and

seniors are eligible to apply for paid summer employment opportunities and year-round volunteer positions assisting loan officers, economists with risk analysis, accountants in processing claims and the staff in the Office of the General Counsel or the Office of Management Services.

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

FEDERAL COMMUNICATIONS COMMISSION

The Federal Communications Commission (FCC) regulates interstate and foreign communications by radio, television, wire, satellite and cable. Most internship opportunities are unpaid and are available throughout the year. Please visit our website to see what opportunities are available.

- Contact: Carolyn Lark, Human Resources Specialist, Federal Communications Commission, 445 12th Street SW, Washington, DC 20554, (202) 418-0144, Fax (202) 418-1498.
- Website: <http://www.fcc.gov/internships>
- Deadline: The website will have information about application deadlines.

FEDERAL ELECTION COMMISSION

The Federal Election Commission (FEC) has exclusive jurisdiction in the administration and civil enforcement of laws regulating the acquisition and expenditure of campaign funds to ensure compliance by participants in the federal campaign process. A limited number of paid positions in the summer may be available to law students. Volunteer positions are available to undergraduate students throughout the year.

- Contact: Scott McBride, Acting Director of Personnel, Federal Election Commission, 999 E Street NW, Washington, DC 20463, (202) 694-1080, Fax (202) 219-3588
- Website: <http://www.fec.gov>
- Deadline: For paid legal positions, the website will have information about application deadlines. For unpaid positions, applications may be submitted at any time. Positions are available throughout the year.

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 assessing the public interest of energy projects. Paid and volunteer positions are available throughout the year in our Washington, DC, office to undergraduate and graduate students. Limited positions may be available in our regional offices.

- Website: <http://www.ferc.gov>

FEDERAL MARITIME COMMISSION

The Federal Maritime Commission regulates the nation's waterborne foreign commerce, ensures that U.S. trade is open to all nations on fair and equitable terms and protects against unauthorized activity in waterborne commerce. Volunteer summer law clerk positions may be available.

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

GENERAL SERVICES ADMINISTRATION

The General Services Administration (GSA) supports federal employees wherever they work, in an office building, a warehouse, a national forest or a government car. GSA provides workspace, security, furniture, equipment, supplies, tools, computers and telephones. GSA also provides travel and transportation services, manages the federal motor vehicle fleet, oversees telecommuting centers and federal child care centers, preserves historic buildings, manages a fine arts program and develops, advocates and evaluates government-wide policy.

GSA does not have a centralized location where positions are posted, as local Regional offices do their own recruiting and hiring. However, GSA offices often post their positions at colleges and universities. Check with your school career development office. For information about GSA, go to www.gsa.gov/jobs.

GOVERNMENT PRINTING OFFICE

The U.S. Government Printing Office is a Federal agency in the legislative branch of the Government that provides public access to Government information through printing, dissemination and online publishing and preservation. The GPO does not have paid internships but it annually recruits college students in the printing, graphic communications and information technology fields for paid co-op employment and full-time positions after graduation.

- Contact: Send resumes and college transcripts to the Human Capital Office, Mail Stop: HC, U.S. Government Printing Office, 732 North Capitol Street NW, Washington, DC 20401, or e-mail recruitment@gpo.gov
- Website: For more information, visit the GPO employment page at www.gpo.gov/employment.

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 4,500 grassroots development projects in 32 countries, for a total of \$572 million. IAF grants go to local non-governmental groups who contribute resources of their own, more than \$833 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 a non-paid 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, legal research and agricultural and urban development issues.

- 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.
- Website: www.iaf.gov.

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>

U.S. MERIT SYSTEMS PROTECTION BOARD

The Administrative Judges and Board members of the Merit Systems Protection Board hear and decide appeals from Federal employees of personnel actions, such as removals, demotions and suspensions. The Board also decides cases involving improper political activities by government employees and claims of reprisal for whistleblowing and unlawful discrimination. In addition, the Board conducts reviews and studies of Federal personnel systems. The three Board members are appointed by the President and confirmed by the Senate. The Board has no paid internships. However, there may be volunteer positions available in the Office of the General Counsel to law students or students pursuing graduate degrees in areas relating to public administration, government, political science or similar fields of study.

- Website: <http://www.mspb.gov/>
- Deadline: Positions are available throughout the year. Applications may be submitted at any time.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Internship opportunities at the National Aeronautics and Space Administration (NASA) provide students 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. Delivering safe, high quality, technologically superior products and services, NASA ensures continued U.S. leadership in space and aeronautics. This is an especially challenging and exciting time for NASA as it strives to meet the scientific and engineering goals posed by the bold, new Vision for Space Exploration that was announced in early 2004. The Space Exploration Vision directs NASA to pursue a sustained and affordable robotic and human program to explore the solar system, including the Moon and Mars

NASA maintains an internet site (<http://www.nasajobs.nasa.gov>), containing a variety of employment information. By clicking on "Student Opportunities," or by typing <http://nasajobs.nasa.gov/studentopps/employment/default.htm>, visitors can access employment information pertaining to internships, summer employment, cooperative education and career employment opportunities. Announcements may be search according to subject or location. Program descriptions, application procedures, application deadlines and eligibility requirements are current. Points of contact and telephone numbers are provided for inquiries that are specific to a NASA Center or program.

Additional opportunities to participate in the nation's space and aeronautics programs are available through NASA's Education program. These opportunities include competitive fellowships and scholarships for undergraduate and graduate levels for students studying science, technology or engineering disciplines relevant to NASA's mission. Information about these opportunities is found at: <http://nasajobs.nasa.gov/studentopps/employment/default.htm>.

- Website: <http://www.nasajobs.nasa.gov>.

THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

The National Archives and Records Administration (NARA) ensures, for the citizen and the public servant, for the President and the Congress and the Courts, ready access to essential evidence that documents the rights of American citizens, the actions of Federal officials and the national experience from the nation's beginnings in 1774. The National Archives and Records Administration invites undergraduate and graduate level students to submit applications for its voluntary internship program. While the program is available to students regardless of major, these internships offer exceptional opportunities to students in history, American studies, political science, library science and other related disciplines who wish to gain firsthand experience in archives and history-related work as well as an invaluable reference for future employment. There are also specific internship listings that may appeal to students in business, computer science, architecture, English, engineering and construction management.

- Contact: Student Intern Program, NARA, 8601 Adelphi Road, Room 1200, College Park, MD 20740-6001, Telephone 301-837-1545, E-mail Internships@nara.gov
- Website: http://www.archives.gov/careers/internships/about_internships.html

- **Deadline:** Internships can be arranged anytime during the year, and there are no application deadlines.

NATIONAL COUNCIL ON DISABILITY

The National Council on Disability works with the President and Congress to increase the inclusion, independence and empowerment of all Americans with disabilities. Paid and volunteer positions may be available, with preference given to law and graduate students.

- **Contact:** Ethel Briggs, Executive Director or Jeff Rosen, General Counsel/Director of Policy, National Council on Disability, 1331 F Street, NW, Suite 850, Washington, DC 20004, (202) 272-2004.
- **Web site:** <http://www.ncd.gov>
- **Deadline:** Applications may be submitted at any time. Positions are available throughout the year.

NATIONAL CREDIT UNION ADMINISTRATION

The National Credit Union Administration is responsible for chartering, insuring, supervising and examining federal credit unions and administering the National Credit Union Share Insurance Fund. The Administration may have up to 25 temporary employment positions available this summer.

- **Contact:** Rhonda Hicks or Linda Freeman, National Credit Union Administration, 1775 Duke Street, Alexandria, VA 22314. Telephone (703) 518-6510.
- **Website:** <http://www.ncua.gov>
- **Deadline:** Vacancies will be announced in March.

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 Endowment awards grants for projects in disciplines such as dance, design, folk and traditional arts, music and opera, literature, media and theatre. The NEA is the largest single funder of the nonprofit arts sector in the United States. Since its inception in 1965, it 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:** Anita Green, 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.
- **Web site:** Apply on-line via the website, <http://www.arts.gov>.
- **Deadline:** Applications may be submitted at any time. Positions are available throughout the year.

NATIONAL SCIENCE FOUNDATION

The National Science Foundation (NSF) promotes the progress of science and engineering through programs that invest over \$3 billion per year in almost 20,000 research and education projects in science and engineering. Paid and volunteer positions may be available in science, computer-related and clerical positions.

- Contact: Mr. Alfred Parnell, Human Resources Specialist, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230, (703) 292-4396.
- Website: http://www.nsf.gov/about/career_opps/
- Deadline: Check the website or call for application procedures and deadlines.

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 Student Career Experience Program (Co-Op) and Summer Internships majoring in the following engineering and science disciplines: Engineering: Chemical, Civil, Electrical, Environmental, Fire Protection, Geo-technical, Human Factors, Materials, Mechanical, Metallurgical, Nuclear, Structural and Risk/Reliability. Sciences: Geology, Health Physics, Materials Science, Hydrology and Volcanology.

- Contact: For the Co-op, contact Ms. Gloria Jackson, Human Resources Specialist, at (301) 415-2100 or GHCl@nrc.gov. For the Summer Program, contact Mr. Reinaldo Picon Colon, Human resources Specialist, at (301) 415-0187 or RXP1@nrc.gov. Both can be reached by mail at Office of Human Resources, Mail Stop 03E17A, Washington, DC 20555-0001
- Deadlines: Applicants may submit resumes and transcripts at any time for the Co-op program positions to the following e-mail address: co-ops@nrc.gov. Applicants may submit resumes and transcripts for Summer Intern positions November through April to the following e-mail address: RXP1@nrc.gov.
- Agency Web site: <http://www.nrc.gov/who-we-are/employment.html>.

OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION

The Occupational Safety and Health Review Commission's sole mandate is to serve as a court system providing just and expeditious resolution of disputes arising from contested citations for alleged violations of federal job safety and health standards. These legal disputes arise when employers, or employees or their union, contest some aspect of citations issued by a separate federal agency, the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA). The quasi-judicial Review Commission is an Executive branch agency, completely independent of the Department of Labor and OSHA. The Review Commission helps ensure that the enforcement powers of the Department of Labor are exercised in accordance with the law and the requirements of due process.

A limited number of summer volunteer positions may be available to second year law students.

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

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 www.studentsjobs.gov, this website 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 students, parents and career professionals information on different educational opportunities offered by the federal government, including internships.

USAJOBS: Located online at www.usajobs.opm.gov, this website 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.

Presidential Management Fellows: For graduate students desiring to enter the federal workforce, OPM maintains the Presidential Management Fellows (PMF) Program. This program was established by Executive Order in 1977 to attract to the federal service outstanding individuals from a wide variety of academic disciplines who have an interest in, and commitment to, a career in the analysis and management of public policies and programs. The program has very specific qualification and application requirements. More detail about the PMF Program can be obtained at www.pnf.opm.gov. Applications for the program are accepted only during the period from September 1 to October 15 of each year.

OVERSEAS PRIVATE INVESTMENT CORPORATION (OPIC)

The Overseas Private Investment Corporation is an independent U.S. Government agency that sells investment services to American businesses in 150 developing nations and emerging markets around the world. OPIC has supported investments worth nearly \$150 billion, generated \$66 billion in U.S. exports and helped to create 257,000 American jobs. OPIC sponsors internships each semester in its Departments of Structured Finance, Small and Medium Enterprise Finance, Investment Development & Economic Growth, Insurance, Investment Funds, Office of Investment Policy, Legal Affairs, Office of External Affairs and Office of the Chief Financial Officer, providing a unique opportunity for students to gain substantive work experience in the international arena.

Interns work side by side with professional staff members that possess a wealth of experience to share.

- Contact: Richard C. Horanburg, Director, Congressional Affairs, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, D.C. 20527, (202) 336-8417, Fax (202) 218-0179, rhora@opic.gov.
- Website: www.opic.gov.
- Minimum Requirements: United States citizenship and at least part-time enrollment in an accredited academic degree program.
- Deadline: Deadlines are updated on the website reflecting the academic semester.

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 170,000 Americans have served in 137 countries. Currently, over 7,500 Volunteers are serving in 71 countries - this is the highest number of Volunteers in the field in 28 years. 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 in meeting their need for trained men and women; 2) to help promote a better understanding of Americans on the part of the peoples 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.

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

PENSION BENEFIT GUARANTY CORPORATION

The Pension Benefit Guaranty Corporation (PBGC) was established in 1974 by the Employee Retirement Income Security Act (ERISA). 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, D.C. 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.
- Website: www.pbgc.gov.

POSTAL RATE COMMISSION

The Postal Rate Commission submits recommended decisions to the United States Postal Service Governors on postage rates, fees and mail classifications. Paid internships may be available to undergraduate and graduate students.

- Contact: Garry Sikora, Postal Rate Commission, 1333 H Street, NW, Suite 300, Washington, DC 20268-0001. Telephone (202) 789-6840. E-mail sikorag@prc.gov.
- Web site: <http://www.prc.gov>.
- Deadline: Spring

RAILROAD RETIREMENT BOARD

The Railroad Retirement Board (RRB) administers comprehensive retirement, survivor, unemployment and sickness benefit programs for the nation's railroad workers and their families. Paid positions at various field offices may be available to undergraduate students.

- Web site: <http://www.rrb.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 agency offers internship opportunities through its Summer Honors Law Program

Summer Honors Law Program

The Securities and Exchange Commission's 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 careers within the Commission.

Selection Criteria:

- Academic Achievement (2L applicants must have a B average or higher to apply)
- Previous relevant employment
- Writing, research, and analytical abilities demonstrated through law review or other publication
- Extracurricular activities such as: moot court competition, legal aid and clinical experience

Non-U.S. citizens who are interested in the program must be a citizen of an allied country. Please refer to the SEC website www.sec.gov/jobs for further information.

- Contact: For positions in Washington, DC, students should send a cover letter, resume, undergraduate, graduate (if applicable) and law school transcripts, list of

current courses and a 5 to 10 page legal writing sample to: Candyce Pare, Summer Honors Program (2005), U.S. Securities and Exchange Commission, 450 Fifth Street NW, Washington D.C. 20549-0801, Fax (202) 942-9637, recruit@sec.gov.

- Deadlines for the DC Program: 2Ls- postmarked by October 31, 2004; 1Ls- postmarked by March 1, 2005. Please note that selections are made on a rolling basis and early submission of application materials is encouraged.
- For positions in the regional and district offices, send applications directly to the offices in which you are interested. Please contact them directly for program specific information.
- Website: www.sec.jobs/jobs_students.

SMITHSONIAN INSTITUTION

The Smithsonian Institution, the world's largest museum complex, is always looking for the brightest and most talented people to help us produce our 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. More than 900 opportunities are available at the museums, offices, and research institutes yearly. Some paid, but mostly volunteer internship opportunities are available to undergraduate and graduate students.

- Contact: Tracie Spinale, Smithsonian Center for Education and Museum Studies, Arts and Industries Building, Suite 2235, MRC 427, Smithsonian Institution, Washington, DC 20560, (202) 357-3102, interninfo@scems.si.edu.
- Website: <http://intern.si.edu>
- Deadlines: Vary by museum, office or research institute; Mid-February for summer.

TENNESSEE VALLEY AUTHORITY

With facilities that generate the electricity to serve more than 8.3 million people, the Tennessee Valley Authority (TVA) is the nation's largest public power producer. This unique federal corporation provides affordable, reliable electricity to consumers in the seven-state Tennessee Valley region. But TVA does much more than generate electric power. It also works to support economic development in the Valley and serves as an environmental steward of the nation's fifth largest river system.

In support of its hiring needs, TVA offers paid intern and co-op opportunities that often lead to permanent employment for the college recruits. Student interns receive up-close, hands-on experience in a variety of TVA functions. Most opportunities are concentrated in the engineering and scientific fields, with fewer opportunities in business and information technology fields.

To qualify for internships, students must have completed their freshman year in college, have a 2.75 GPA and meet TVA's citizenship requirements. For more information about the Citizenship Policy and how to apply for an internship, visit the TVA website at www.tva.com/employment/internships.htm.

U.S. TRADE AND DEVELOPMENT AGENCY

The U.S. Trade and Development Agency (USTDA) provides foreign assistance to advance economic development and U.S. commercial interests in developing and middle income countries. The agency funds various forms of technical assistance, feasibility studies, training, orientation visits and business workshops that support the development of a modern infrastructure and a fair and open trading environment.

Located in Arlington, Virginia, USTDA has an unpaid internship program for undergraduate and graduate students with majors in international trade, finance, economics and business. In addition, the agency generally hires one evaluations intern who is responsible for reviewing past investments by the agency in developmental projects around the world. In general, interns provide support functions and general research for professional staff in order that limited taxpayers' dollars are invested in the projects that are most likely to lead to host country developmental impacts and support U.S. exports. Information on intern opportunities is available on the USTDA Web site at <http://www.ustda.gov/aboutustda/jobs.html>.

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 the President and explore public service. In addition to normal office duties, interns attend weekly lectures, tours and complete an intern service project. Interns may serve a term in the fall, spring or summer. All candidates must be 18 years of age, hold United States citizenship and be enrolled in a college or university.

- Contact: Ann Gray, White House Intern Coordinator, (202)456-2502, agrayint@WHO.eop.gov.
- <http://www.whitehouse.gov/government/wh-intern.html>.
- Deadline: The application deadline is March 1.