The University of Texas at San Antonio

Directory of Internship Placements

This listing is updated as appropriate and is comprised of approved internship locations. The listing is divided into five (5) major Sections:

1. Private Security Management
2. Law Enforcement
3. Corrections
4. Judicial
5. Federal Government Listing (paid and unpaid internships)

While internship duties vary between organizations, if you wish a general overview of the activities of a specific agency, do a Google search to begin your study of an organization to see if it matches your career goals.

Your next step is to contact the agency’s Point of Contact (POC) and try to arrange an interview for the internship. Remember to take the “Internship Information Form” that you downloaded with you. It is during the interview process that you will be able to discuss your specific duties as well as the agency’s expectations. If you are accepted for the internship, ask the authorized agency representative to complete the bottom portion of the “Internship Information Form.”

Following your interview, agency acceptance and completion of the form, you will then need to schedule an appointment with me as soon as possible so that we can begin the registration process.
Keep in mind that many organizations require the completion of a background investigation before allowing you to intern, so check with the agency and plan your academic registration accordingly.

Good luck,
Dr. Tom Babcock

Section 1.
Private Security Management

Sears, Roebuck and Company
Rolling Oaks Mall
6909 N. Loop 1604 East
San Antonio, TX  78247
POC: District Manager, Frank Flores
210-377-4356

Sea World of Texas
10500 Sea World Drive
San Antonio, TX  78251
POC: Director Security, David Skelton
210-523-3682
Note: This has been a paid position during the spring and summer sessions.

Six Flags-Fiesta Texas
17000 IH 10 West
San Antonio, TX 78257
POC: Loss Prevention Manager, D. J. Jeffrey
210-697-5144
210-697-5143 (fax)
AT&T
Security/Asset Protection
1010 N. St. Mary’s Street, Room 315-C
San Antonio, TX 78215
POC: Manager Asset Protection, Steven Cline
210-222-3718 (office); 210-213-3312 (cell)

San Antonio Water System
2800 US Hwy 281 North
San Antonio, TX 78212
POC: Joshua Dean
210-233-3326
210-233-4559 (fax)
*NOTE: Depending on availability of budget and staffing needs for each semester, SAWS is looking for part-time security assistants to assist with security needs. This is a paid position of $12-$13 dollars an hour. These positions will work hours other than nine to five Monday through Friday, nights and weekends will be required. Contact POC for specific duties. Must be a U.S. citizen, have a valid driver’s license and good driving record. Agency will conduct a background check, drug test and pre-employment physical.

Target Stores
814 Arion Parkway, Suite 401
San Antonio, TX 78216
POC: District Assets Protection Manager, Ms. Antonia Williams
210-482-2512
*NOTE: Depending on availability of budget, this company may offer a $500 scholarship, plus a paid internship opportunity for Criminal Justice majors. Multiple state-wide locations are available. If applying for a scholarship and a paid internship, submit an application to the UTSA Scholarship Office and your resume to www.target.com/careers. All applications must be submitted by the identified date. Again, scholarships and paid internship opportunities are subject to availability of annual funding. Non-paid internships can be coordinated through the above listed POC.
Section 2.
Law Enforcement

Boerne Police Department
400 E. Blanco
Boerne, TX 78006
POC: Lt. Jim Kohler
830-249-8645

UTSA Police Department
6900 N. Loop 1604 West
San Antonio, TX 78249
POC: Sgt. Stephanie Padula
210-458-4775

University of Texas Health
Health Science Center Police Department
7703 Floyd Curl Drive
San Antonio, TX
POC: Captain Alfredo Cooke
210-567-2802; 210-336-9266

Schertz Police Department
1404-A Schertz Parkway
Schertz, TX 78154
POC: Lt. Michael Harris
210-658-5321

Universal City Police Department
2150 Universal City Blvd.
Universal City, TX 78148
POC: Administrator, Vicky Stutzman
210-658-5353 ext. 245

Live Oak Police Department
8001 Shin Oak
Live Oak, TX 78237
POC: Sgt. Jesse Barela
210-653-9140 ext. 117
210-590-4607 (Fax)
San Antonio Police Department
12200 SE Loop 410
San Antonio, TX  78221
POC: Officer Daniel Schmitt, Recruiting/Intern Coordinator
210-207-6272
210-207-6202 (fax)

San Antonio Park Police
600 Hemisfair Park Building 337
San Antonio, TX  78205
POC: Chief Steve Baum
210-207-8589

Seguin Police Department
350 N. Guadalupe Street
Seguin, TX  78155
Chief Luis F. Collazo
POC: Lt. Robert Pacasio
830-379-2123

San Antonio International Airport Police Division
Volunteers in Airport Policing
9800 Airport Blvd.
San Antonio, TX  78216
POC: Joe Mevgele, Director of Police Volunteers
210-207-3565

Bexar County Sheriff’s Department
The Guerra Law Enforcement Training Complex
1930 Herbert Lane
San Antonio, TX  78227
POC: Martha Velasquez
210-335-6229
210-335-6012 (fax)

NOTE: Sheriff Henry Martinez states that this agency requires an authorization letter from the Internship Coordinator prior signing the Internship Information Form. Students should first contact the Internship Coordinator to receive this letter, and then take the authorization letter and the Internship Information Form to the scheduled interview with the agency POC.

Kendall County Sheriff’s Department
6 Staudt Street
Boerne, TX  78006
POC: Roger Duncan, Sheriff
830-249-9721

Texas Alcoholic Beverage Commission (TABC)
4203 Woodcock
San Antonio, TX 78228
POC: Lt. Christine Guerra
210-731-1720

Texas Department of Public Safety (DPS)
6502 So. New Braunfels
San Antonio, TX 78223
POC: Traffic Supervisor  San Antonio District Office 210-531-2220 (hold off with this contact until you have completed the required department forms (HR-1, HR-2, HR-9, Waiver of Liability, College Transcript, Letter from the UTSA Internship Coordinator). Background will take at least 8-weeks.
NOTE: Application for internship with Texas DPS must be made through the Austin office with:
POC: Sgt. Jack DeMuynck
DPS Training Academy
P.O. Box 4087
Austin, TX 78773
(512) 424-7235
(512) 424-5734 (fax)

Texas Parks & Wildlife
858 West Rhapsody
San Antonio, TX 78216
POC: Captain Game Warden, Danny Shaw
210-348-7375
NOTE: Depending on budget at time of inquiry, this agency will offer paid internship positions for undergraduate or graduate students throughout the state of Texas. This agency also supports a “Student Summer Internship Program.” Check out the agency website at www.tpwd.state.tx.us. Click on “Jobs” and then on “Intern.” State application and required disclosure forms are on-line and remember to note deadline submission dates. For additional summer student internship information contact Lt. Eric Howard (Intern Coordinator) at 877-229-2733 or eric.howard@tpwd.state.tx.us.

Department of Homeland Security
Secret Service
One International Center
100 NE Loop 410, suite 1200
San Antonio, TX 78216
POC: Administrative Officer, Susan Aldrich
210-308-6220/2052
210-308-6230 (fax)

Department of Homeland Security
Immigration and Customs Enforcement Bureau (ICE)
8940 Fourwinds Drive
San Antonio, TX  78239
POC: National Recruiter, Carol J. Hale
210-967-7244
210-842-0384 (cell)
NOTE: Possible 3-6 months for full criminal background check. Agency requires minimum of 2.5—3.0 GPA and Junior standing. The National Recruiter (Carol Hale) states that students who are 9-months away from receiving their 4-year degree may apply for open Special Agent positions as the formal hiring process may take up to 9-months.

Department of Justice
U.S. Marshal’s Service
655 E. Durango Blvd., Suite 235
San Antonio, TX  78206
POC: Sherry Poligala
210-271-2529 (office)
210-472-6645 (fax)

Department of Justice
Federal Bureau of Investigation (FBI)
615 E. Houston Street, Suite 200
San Antonio, TX  78206
POC: Special Agent John DeLeon
210-225-6741
NOTE: Interns must work a minimum of 16 hours per week for 10 weeks (160 hours). Extensive background check required; polygraph; drug screen; GPA 3.0 or better; Junior/Senior standing.

Postal Inspection Service
10410 Perrin Beitel
San Antonio, TX  78284
POC: Inspector L. Deahl Frazier
210-368-8473

Bexar County Medical Examiner
7337 Louis Pasteur
San Antonio, TX  78229
POC: Medical Investigator, Megan M. Ryan
210-335-4011
210-335-4021 (fax)
Bexar County Fire Marshal
Arson Investigation Unit
203 W. Nueva, Suite 302
San Antonio, TX 78207
POC: Investigator Ted Manganello
210-335-0300; 210-828-3971
210-335-0330 (fax)

San Antonio Fire Department
Community Resource Office
115 Auditorium Circle
San Antonio, TX 78205
POC: Lt. Scott Conner
210-207-7953
210-337-8114 (fax)

Bexar County Constable Office Precinct #1
218 So. Laredo Street
San Antonio, TX 78207
POC: Constable Ruben C. Tejeda
210-335-4555

Bexar County Constable Office Precinct #2
6715 Bandera Road
San Antonio, TX 78238
POC: Constable Jimmy Willborn
210-335-4850
210-335-4865 (fax)

Bexar County Constable Office Precinct #3
8918 Tesoro Drive, Suite 301
San Antonio, TX 78217
POC: Constable Roger L. Terry
210-335-4750

Bexar County Constable Office Precinct #4
4462 E. Houston, Suite 100
San Antonio, TX 78220
POC: Chief Deputy Mike Blount
210-335-4950
Police Training Academy
Alamo Area Council of Governments (AACOG)
8700 Tesoro Drive, Suite 700
San Antonio, TX 78217
POC: Criminal Justice Director, Stephen Ramirez
210-362-5216
210-824-5881 (fax)

Section 3. Corrections

Bexar County Juvenile Probation Department
233 East Mitchell Street
San Antonio, TX 78210
POC: Program Director, Richard Garcia
210-531-1941; or (210-531-1821 fax)

Neighborhood Conferencing Committee (NCC)
Columbia Heights Center
1502 Fitch
San Antonio, TX 78211
POC: Youth Center Supervisor, Arnoldo Morin
210-924-4862; or (210-928-3291 fax)
City of San Antonio, Community Initiatives and Youth Opportunities Program
401 South Frio Street, Room 218
San Antonio, TX 78207
POC: Program Supervisor, Alicia E. Trujillo
210-207-7307
210-207-4498 (fax)

City of San Antonio, Department of Community Initiatives Youth Services Division
115 Plaza de Armas, Suite 210
San Antonio, TX 78205
POC: Sr. Special Projects Manager, Teresa Vasquez-Romero
210-207-8761
210-207-4254 (fax)

Texas Youth Commission (TYC) Volunteer Services
321 N. Center, Suite W-101
San Antonio, TX 78202
POC: Coordinator, Roberto R. Ruiz
210-242-7852
210-242-7885 (fax)

Roy Maas’ Youth Alternatives Inc.
The Bridge
3103 West Avenue
San Antonio, TX 78213
POC: Director of Recreational Activities, Jennifer Farias
830-816-2425

Roy Maas’ Youth Alternatives Inc.
The Meadowlands
121 Old San Antonio Road
Boerne, TX 78006
POC: Director of Recreational Activities, Jennifer Farias
830-816-2425

Bexar County Community Supervision and Corrections Department
200 Main Plaza
San Antonio, TX 78205
POC: Volunteer/Intern Coordinator, Cindy Aguirre
210-335-7464
Crosspoint, Inc.  
225 E. Locust Street  
San Antonio, TX 78212  
POC: Chief Executive Officer, Dr. Kevin Downey  
210-225-0864

Texas Department of Criminal Justice  
Parole Division-Day Resource Center  
2902 NE Loop 410  
San Antonio, TX 78204  
POC: Unit Supervisor, Robert Hernandez  
210-564-3700

U.S. Probation Office  
727 E. Durango Blvd., Room A-405  
San Antonio, TX 78026  
POC: Frank Olvera  
210-472-6590, ext. 331

U.S. District Court  
Pretrial Services  
727 E. Durango Blvd.  
San Antonio, TX 78206  
POC: Mary Meade 210-472-4925 ext. 231  
or  
Gary Christian 210-472-4925 ext. 224

Bexar County Sheriff’s Department  
Match-Patch Program  
Adult Detention Center  
200 N. Comal  
San Antonio, TX 78207  
POC: Aida Camero or Fran Randell  
210-335-6330

Kendall County Juvenile Probation Department  
204 E. San Antonio Street, Suite 10  
Boerne, TX 78006  
POC: Chief Probation Officer, Joanne Bradley  
830-249-9343
Bandera County Probation Department
P.O. Box 2739
Bandera, TX  78003
POC: Chief Probation Officer, Glenn Muennick
830-796-7222

Wilson County Community Supervision and Corrections Department
Adult Probation Services
1144 C Street, Suite 2
Floresville, TX  78114
POC: Unit Manager, Andrew LaMore
830-393-7317

Texas Department of Family Protective Services (DFPS)
Child Protective Services
3635 S.E. Military Drive
San Antonio, TX  78223
POC: Rhonda E. Smith, LMSW
210-337-3582; 210-337-3095 (fax)

Holly Crest Behavioral Health Center
719 S. Flores
San Antonio, TX 78204
POC: CEO, Ida Claire De John
210-231-0865

Child Advocates of San Antonio (CASA)
406 San Pedro
San Antonio, TX 78212
POC: Supervisor of Volunteers, Christopher Boyle
210-225-7070
210-225-7040 (Fax)

Child Safe
7130 West US Hwy 90
San Antonio, TX  78227
POC: Volunteer Coordinator, Lea Ann Colisson
210-675-9000
210-675-9020 (Fax)
Bexar County Family Justice Center
527 N. Leona Street
San Antonio, TX  78207
POC: Programs Manager, Anne L. Mace
210-208-6800
210-208-6805 (Fax)

Comal County Community Supervision and Corrections Department
160 E. Bridge Street
New Braunfels, TX  78130
POC: Deputy Director, Rochelle C. Thomas
830-620-6596
830-608-2029 (Fax)
Section 4. Judicial

U.S. District Court
Western District
655 E. Durango Blvd.
San Antonio, TX  78206
POC:
   For Judge Royal Furgeson
      Becky Greenup 210-472-6570
   
   For Judge Orlando Garcia
      Christine Lopez 210-472-6565
   
   For Judge Fred Biery
      Joani Sullivan 210-472-6505

U.S. District Court
US Probation Office
655 E. Durango Blvd., Room A-405
San Antonio, TX  78206
POC: Chief Dep. Probation Officer, Joe Sanchez
     210-472-6590

State District Court
300 Dolorosa
San Antonio, TX  78204
POC:
   For Judge Philip Kazen
      Administrator Melissa Fisher 210-335-2544

Bexar County Criminal Law Magistrate
300 Dolorosa, #4101
San Antonio, TX  78205
POC:
   For Judge Andrew Carruthers
      Coordinator Terry Trevino 210-335-2901
Bexar County Courts at Law  
300 Dolorosa, Suite B-012  
San Antonio, TX  78205  
POC:  
   For Judge Al Alonzo  
   Kathy English 210-335-2571  
   For Judge Timothy Johnson  
   Rosemary Bermea 210-335-2567  
   For Judge Michael Mery  
   Patty Garcia 210-335-2894  

San Antonio Municipal Court  
401 South Frio Street  
San Antonio, TX  78207  
POC:  
   For Judge John Bull  
   Court Administrator Norma J. Morales-Arias  
      210-207-7147; 210-207-4259 (fax)  
NOTE:  The Court operates on a 24/7 schedule which may benefit students needing special assistance with scheduling the internship hours.  

United States Attorney, Western District of Texas  
601 NW Loop 410, Suite 600  
San Antonio, TX  78216  
POC: Cheryl Farless, Human Resources  
   210-384-7232; 210-530-6076 (fax)  

Attorney General of Texas  
Child Support Division  
852 W. Rhapsody Drive  
San Antonio, TX  78216  
POC: Regional Outreach Coordinator, Leticia Cantu  
   210-348-4248  
   210-3448011 (fax)
Bexar County District Attorney  
Criminal Prosecution Division & Victim Services  
300 Dolorosa 5th Floor  
San Antonio, TX 78205  
POC: District Attorney, Susan Reed 210-335-2865; 210-335-3368 (fax)  
or  
Kristinna Brunner  
210-335-2369 (or reception 210-335-2311)  
210-335-2884 (fax)  

Bexar County Court Administration  
300 Dolorosa  
San Antonio, TX 78205  
POC: Chief Administrator, C. Wayne Porter  
210-335-2115  

City Attorney  
Domestic Violence Unit  
401 South Frio Street  
San Antonio, TX 78205  
POC: Assist. City Attorney, Kimberly Piechowiak or Amanda Crowdus  
210-207-7355  
210-207-7358 (fax)  

Alamo Children’s Advocacy Center  
7130 West U.S. Hwy 90  
San Antonio, TX 78227  
POC: Victim Assistance Coordinator, Francis B. Esparza  
210-675-9000 ext. 330  

Family Violence Prevention Services, Inc.  
7911 Broadway  
San Antonio, TX 78209  
POC: Volunteer Services Administrator, Melissa Schultz  
210-930-3669  

**NOTE:** Must complete preliminary interviews with the Volunteer Coordinator and with the Court Liaison officer. Position will operate out of the Court Liaison’s office on the 3rd floor of the Bexar County Courthouse located at 100 Dolorosa in downtown San Antonio. Parking is not provided.
PEACE Initiative
Benedictine Resource Center
530 Bandera Road
San Antonio, TX 78228
POC: Program Coordinator, Monica Lopez
210-5332729

Attorney at Law---Norma Gonzales
206 E. Locust
San Antonio, TX 78212
POC: Norma Gonzales
210-354-4411
210-212-7234 (fax)

Attorney at Law---Stephen Gordon
5820 IH 10 West, suite 400
San Antonio, TX 78201
POC: Stephen Gordon
210-531-9700
210-732-0158 (fax)

Attorney at Law---Anthony Zamora
4100 N.W. Loop 410, suite 106
San Antonio, TX 78229
POC: Anthony Zamora
210-738-0067
210-738-1440 (fax)

Attorney at Law---Daniel E. Serna
12175 Network Blvd., Suite 175
San Antonio, TX 78249
POC: Daniel E. Serna
210-228-0095
210-228-0839 (fax)
Section 5.
Federal Government Listing of Paid and Unpaid Internships

Internship Opportunities
Within the Federal Government

This final section denotes paid and unpaid internship opportunities within the federal government for undergraduate, graduate and perspective law students. The information contained in this listing 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 in your search for an internship. Some of these agencies will have a legal or enforcement/investigation function that is not apparent in the agency’s title, so additional research of the agency selected may be necessary.

These internships are great opportunities for an internship in Washington, D.C. Be advised that some agencies will pay for travel, housing, tuition and hours worked. Contact agency for full internship requirements, application procedures and benefits offered. Opportunities for internships vary by agency and available annual funding. Application processing time will take several months, so plan accordingly.

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 Web site 6-9 months prior to availability for work.
- Deadline: November 1 for employment during the following summer. Following completing on-line application, the agency will send selected applicants a formal application package within 45 days. If no package is received, the agency did not select the applicant.

**Commission on Civil Rights**

The U.S. Commission on Civil Rights is an independent, bipartisan agency established by Congress directed to 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; 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; apprise federal laws and policies with respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, disability or national origin; submit reports, findings and recommendations to the President and Congress; and issues public service announcements to discourage discrimination or denial equal protection of the laws.

The Commission has no paid internships. However, there may be volunteer positions available for students majoring or working towards advanced degrees in political science, social sciences and other related fields related to the mission of the agency. There are also volunteer positions for law students.

- Contact: Send a resume, cover letter and a writing sample to Myrna Hernandez, Human Resources Specialist, Commission on Civil Rights, 624 9th Street, N.W., Washington, DC 20425. Telephone (202) 376-8364.
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.
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.

- 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 1st through February 27th of each year.

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.
U.S. Consumer Product Safety Commission

The U.S. Consumer Product Safety Commission 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. Student internship opportunities are available through the Student Temporary Employment Program (STEP). This program offers an opportunity for all students to work full-time during summer breaks, performing clerical duties. Work experience does not need to relate to the student’s academic field of study. Salary will be determined by the student’s education and experience.


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 Trade mark Office and the Technology Administration.

Visit the student Web site at: [http://ohrm.doc.gov/jobs/student](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 Web site, 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.

**Bureau of the Census**

The Bureau of the Census performs a decennial census of the population and makes available to the public the statistical results of the census and hundreds of other surveys affecting the economy of the United States. Student positions at Census headquarters may be available to undergraduate and graduate students with backgrounds primarily in math, statistics, computer science, sociology and/or business. Must have a minimum GPA of 3.0 and be a U.S. citizen. Agency will pay travel costs, housing and provide a salary.

• **Local Contact:** David Donovan, Director of Internship and Training Programs at 1604 Campus (BB 4.06.32) 210-458-6539; e-mail at david.donovan@utsa.edu.
• Washington Contact: Donna W. Yee, Student Programs Coordinator, U.S. Census Bureau, Room 3039, Federal Building 3, Washington, DC 20233-1407. Telephone (301) 763-3274 or 1-800-638-6719. Fax (301) 457-4005.
• Web site: http://www.census.gov/
• Deadline: unspecified. Check the Web site for student application procedures and deadlines.

**Bureau of Economic Analysis**

The Bureau of Economic Analysis (BEA) provides fundamental information on critical issues of U.S. economic activity. As one of the leading statistical agencies in the nation, BEA produces and disseminates accurate, timely, and relevant statistics that provide government, businesses, and individuals with a comprehensive, up-to-date picture of U.S. economic activity.

**Bureau of Export Administration**

The Bureau of Export Administration (BXA) protects national security interests and furthers foreign policy goals. It formulates, administers and enforces national export control programs on dual-use exports and contributes to non-proliferation and anti-boycott efforts.
Economic Development Administration

The Economic Development Administration (EDA) provides grants for public works and development facilities, defense conversion, post-disaster economic recovery, and planning and coordinating needs to economically distressed communities across the nation in order to generate new jobs, to help retain existing jobs, and to stimulate industrial commercial growth.

International Trade Administration

The International Trade Administration (ITA) is the largest governing agency helping U.S. businesses to compete in the growing economy. ITA has responsibility for promoting U.S. exports, assisting American business efforts abroad, enforcing laws against unfair trade practices and ensuring compliance with trade agreements. Paid and volunteer positions may be available to undergraduate and graduate students.

Minority Business Development Agency

The Minority Business Development Agency (MBDA) develops and coordinates a national program to support minority business enterprise. Volunteer positions are available to undergraduate and graduate students in good academic standing. Positions are available throughout the year.

- Contact: Toni M. Duckett, Student Volunteer Coordinator, Minority Business Development Agency, 14th and Constitution Avenue, N.W., Herbert C. Hoover Building, Room 5063, Washington, DC 20230. Telephone (202) 482-2419. E-mail tduckett@mbda.gov.
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

National Institute of Standards and Technology

The National Institute of Standards and Technology (NIST) is the nation’s largest physical sciences, engineering and measurement laboratory. NIST’s primary mission is to promote economic growth by working with industry to develop and apply technology, measurements and standards. Paid and volunteer positions may be available to qualified high school, undergraduate and graduate students.

- Contact: Jennifer Anderson, Student Coordinator, Student Employment Program, National Institute of Standards and Technology, Human Resources Management Division, 100 Bureau Drive, Stop 3550, Gaithersburg, MD 20899-3550, (301) 975-3003; OR Ellen Dowd, National Institute of Standards and Technology,
Human Resources Manager, Administration Building, Room A-123, Gaithersburg, MD 20899-3550, Telephone (301) 975-3000. Fax (301) 948-6107.

- Positions are available throughout the year, pending availability of funds.

**National Oceanic and Atmospheric Administration**

The National Oceanic and Atmospheric Administration (NOAA) explores, maps and charts the global ocean and its resources and predicts conditions in the atmosphere, ocean, sun and space environments. NOAA may have paid and volunteer positions available to students majoring in computer science, meteorology, oceanography, cartography, physics, mathematics and marine biology.

- Contact: Teddi Corbett, National Oceanic and Atmospheric Administration, Special Programs Coordinator, SSMC #4, Room 12505, Silver Spring, MD 20910. Telephone (301) 713-0534 ext. 164. Fax (301) 713-2083.
- Web site: http://www.hr.noaa.gov
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

**National Telecommunications and Information Administration**

The National Telecommunications and Information Administration (NTIA) serves as the principal executive branch adviser to the President on telecommunications and information policy and serves as the principal federal telecommunications research and engineering laboratory. NTIA may have paid and volunteer positions available to students with an interest in communications, information, telecommunications, telecommunication law, public policy, electronics engineering or computer science.

- Contact: Rosa Hall, National Telecommunications and Information Administration, 14th and Constitution Avenue, N.W., Herbert C. Hoover Building, Room 4888, Washington, DC 20230. Telephone (202) 482-1800, rhall@ntia.doc.gov.
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.
U.S. Patent and Trademark Office

The U.S. Patent and Trademark Office (USPTO) was established to administer the nation’s patent and trademark laws. The agency is also responsible for disseminating the information contained in patents and trademarks and for advising the Secretary of Commerce and the Administration on intellectual property policy. Paid and volunteer positions may be available to undergraduate and graduate students.

**Student Educational Employment Program** – The USPTO employs students throughout the year (including summer) 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).

**Student Volunteer Program** – USPTO also provides unpaid internships as a part of the Federal Student Volunteer Program. This program allows students to gain valuable experience in their field of study. Volunteer positions may commence at any time with a signed student volunteer agreement between the USPTO, the student and the student’s college or university.

**Patent Experience Extern Program** – The USPTO offers unpaid work experience related to the student’s academic program for those students pursuing a college or university degree in engineering, science or patent law under the Student Experience Extern Program. This program allows the student to explore career options as well as develop personal and professional skills. As a student volunteer, you will be exposed to the USPTO work environment and will learn the mission, responsibilities and practices of the USPTO, including a practical working knowledge of the patent decision-making processes.

- Contact: Shirley Robinson, Special Programs Coordinator, United States Patent and Trademark Office, Office of Human Resources, Box 171, Washington, DC 20231, Telephone (301) 305-1709.
- Deadline: unspecified.

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.

**Office of the Secretary of Defense / Washington Headquarters Services**

The Office of the Secretary of Defense (OSD) is the principal staff element of the Secretary of Defense in the exercise of policy development, planning, resource
management, fiscal and program evaluation responsibilities. Washington Headquarters Services (WHS) provides a broad variety of operational and support services to OSD. OSD / WHS offers several student related programs, some of which are available year-round.

The Student Career Experience Program (SCEP) offers year-round paid part-time employment opportunities for students in accredited academic institutions who wish to further their skills in their academic area of study.

Unsalaried intern positions are completely voluntary and vary in length from six weeks to a full semester.

There are also year-round paid and summer-only paid clerical support positions available through Jardon, Howard and technologies, Inc. Students may apply by e-mailing their resume to workforwhs@jht.com. There is no deadline to apply for the clerical positions. A pool of applicants will be created from which all positions will be filled.

This summer, students may also apply for internships through the Washington Center for Academic Internships and Seminars. This contract is only for second year college students or higher. In order to apply, students must complete the application form located on the Washington Center Web site, http://www.twc.edu/PDFS/Application2004.pdf. Students should submit their application, resume and a 1-3 page request/goals statement which describes their interests, skills, experiences and their desire to intern with the Department. In order to be considered, applicants must fax their application, resume and request/goals statement by Wednesday, April 21st at midnight to 202-336-7609. Be sure to reference the Department of Defense Internship Program on the cover sheet. They must call 800-486-8921 or 202-336-7600 to confirm receipt. The student does not need to fill in the “Program Selection” or “Campus Sponsor Agreement” sections of the application form. In addition, they do not need to submit the issues essay, transcripts, letter of recommendation or the application fee of $60.00. OSD/WHS students are exempt from providing these items.

- Contact: Human Resources Services Center, Special Employment Programs, Room 2E22, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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 a wide variety of full-time civilian positions in a fast-track intern training program; see http://www.afpc.randolph.af.mil/cp/recruit. Volunteer and paid intern positions for high school and college students may also be available by contacting the Civilian Personnel Offices at Air Force installations worldwide. For more information, visit http://www.afpc.randolph.af.mil/afjobs.
Air Force Office of Special Investigations (AFOSI)

The Air Force Office of Special Investigations has been the Air Force’s major investigative service since August 1, 1948 and reports to the Inspector general, Office of the Secretary of the Air force. AFOSI provides professional investigative service to commanders of all Air force activities. Its primary responsibilities are criminal investigations and counterintelligence services. AFOSI often seeks promising students to fill internship vacancies at various locations when budget allocations are present. During such times, the agency will offer paid internship positions under the Honors Internship Program. Applicants must be in good academic standing and maintain a 3.0 cumulative grade point average. Applicants will be processed for a security clearance, so early application is essential. Interested students should contact the agency at: civilian.recruiting@org.af.mil. The agency number is 240-857-1290.

Department of the Army

The mission of the Department of the Army is to preserve the peace defend the nation. Army civilians are an integral part of this effort and are engaged in a variety of careers with employment opportunities offered throughout the United States. The intern program hires over a thousand employees a year in a wide variety of occupations ranging from accounting, engineering, intelligence, personnel and many more. The intern program hires employees for a two-year program that guarantees intensive training in 22 professional career occupations and provides a salary and generous benefits. At the end of the intern training, employees are eligible for permanent placement in their chosen careers. Hiring continues throughout the year.

For more intern employment information, visit the Army Web site at http://ncweb.ria.army.mil/dainterns/default.htm.

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. We offer paid employment opportunities nationwide to qualified high school, undergraduate and graduate students.

Defense Intelligence Agency

The Defense Intelligence Agency (DIA) provides timely, objective and cogent military intelligence to the soldiers, sailors, airmen and marines who defend the nation and to decision makers throughout the Department of Defense and federal government. The paid Summer Internship program provides qualified graduate and undergraduate students an opportunity to gain practical work experience in the field of defense intelligence. The DIA Undergraduate Training Assistance Program (UTAP) provides opportunities for high-achieving colleges sophomores and high school seniors. The participants are offered tuition assistance to selected colleges or universities for an undergraduate degree, provided challenging summer work and guaranteed a job in their field of study upon graduation in this highly competitive program. Minorities, women and the disabled are strongly encouraged to apply.

- Contact for both programs: Chalessa Young, Student Program Manager, Defense Intelligence Agency, Building 6000, ATTN: DIAC, DAH2 (Summer Intern Program), Washington, DC 20340-5100. Telephone (202) 231-4713. Fax (202) 231-4889. TTY (telephone for hearing impaired only) (202) 231-5002.
- Deadline for the Summer Intern Program: November 1 for the following summer.
- Deadline for the UTAP: November 29 of the following fall.

Defense Security Service

The Defense Security Service (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 conducting personnel security investigations and 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](http://www.usajobs.opm.gov).
**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 is a member of the U.S. Intelligence Community and a Department of Defense Combat Support Agency that provides support to civilian and military leaders and contributes to the state of readiness of U.S. military forces.

NGA is seeking second semester freshmen or sophomore college students enrolled in an accredited Associate or Baccalaureate degree program.

- Contact National Geospatial-Intelligence Agency, Recruitment Center/Academic Relations, Mail Stop P-41, 12310 Sunrise Valley Drive, Reston, VA 20131-3449. Main line: (703) 755-5800 or fax: (703) 755-5928.

The National Security Agency (NSA) is America’s crypto logic organization. It coordinates, directs and performs highly specialized activities to protect U.S. information systems and produce foreign intelligence information. Paid summer positions may be available to qualified undergraduate or graduate students who are majoring in electrical or computer engineering, computer science, mathematics, foreign languages and students interested in the intelligence analysis field.

- Contact: Apply online at [www.nsa.gov](http://www.nsa.gov) under “careers,” then “college student programs” or send cover letter, resume and transcripts (math applicants must also submit two letters of recommendation) to the National Security Agency, ATTN: College Summer Employment Program, 9800 Savage Road, Suite 6779, Ft. Meade, MD 20755-6779.
- Web site: [www.nsa.gov](http://www.nsa.gov)
- Deadline: Math majors – October 15th of each year. All other majors – November 15th of each year.

**Department of Energy**

The Department of Energy is entrusted to contribute to the welfare of the nation by providing the technical information and the scientific and educational foundation for the technology, policy and institutional leadership necessary to achieve efficiency in energy use, diversity in energy sources, a more productive and competitive economy, improved environmental quality and a secure national defense. Paid and volunteer positions may be available to high school, undergraduate and graduate students.

- Contact: Attention: Arrita Seto, Career Entry Programs, Office of Corporate Human Resources Initiatives, Department of Energy, 1000 Independence Avenue,
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 www.hhs.gov/progorg/ohr/jobs/jobopps.html. Many of the Department’s sub-agencies offer internship opportunities:

Administration for Children and Families

The Administration for Children and Families (ACF) advises the Secretary of the Department on matters relating to the sound development of children, youth and families. ACF is a federal agency funding state, territory, local and tribal organizations to provide family assistance (welfare), child support, child care, Head Start, child welfare, and other programs relating to children and families. Actual services are provided by state, county, city and tribal governments and public and private local agencies. ACF assists these organizations through funding, policy direction and information services. Volunteer positions may be available to undergraduate and graduate students.

- Contact: Donnell Savage, Acting Director, Division of Management Resources and Analysis, Administration for Children and Families, 370 L’Enfant Promenade S.W., Washington, DC 20447. Telephone (202) 401-4797. E-mail dsavage@acf.dhhs.gov.
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

Agency for Toxic Substances and Disease Registry

The Agency for Toxic Substances and Disease Registry’s (ATSDR) mission is to prevent or mitigate adverse human health effects and diminished quality of life resulting from exposure to hazardous substances in the environment. Paid and volunteer positions may be available to undergraduate and graduate students.

- Contact: The Centers for Disease Control and Prevention, 4770 Buford Highway, Mail Stop K05, Atlanta, GA 30341. Telephone (888) CDC-HIRE, or call the CDC Job Information Center at (770) 488-1725.
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 (CDC) is charged with protecting the public’s health by providing leadership and direction in the prevention and control of diseases and other preventable conditions and by responding to public health emergencies. Paid and volunteer positions may be available to undergraduate and graduate students.

- Contact: The Centers for Disease Control and Prevention, 4770 Buford Highway, Mail Stop K05, Atlanta, GA 30341. Telephone (888) CDC-HIRE, or call the CDC Job Information Center at (770) 488-1725.
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

Centers for Medicare and Medicaid Services

The Centers for Medicare and Medicaid Services have oversight of the Medicare program, the federal portion of the Medicaid program and related quality assurance activities. Paid and volunteer positions may be available to students interested in Medicare and Medicaid issues. Interns work with health insurance specialists, management analysts, economists, budget analysts, accountants, actuaries, social science research analysts and computer specialists.

Food and Drug Administration

The Food and Drug Administration (FDA) is charged with ensuring that food is safe, drugs are pure and wholesome, biological products and medical devices are safe and effective, and electronic products emit a radiation that is safe. Paid and volunteer support positions, administrative and management positions, and professional and scientific positions may be available to graduate and undergraduate students.

Health Resources and Services Administration

The Health Resources and Services Administration (HRSA) works with State and local governments to improve and expand primary health services to the poor, uninsured and geographically isolated through a broad array of categorical and block grants. Paid and volunteer positions may be available to students interested in health-related careers.

- Contact: Rockville HR Center, 5600 Fishers Lane, Room 17-38, Rockville, MD 20857. Telephone (301) 443-3201.
Substance Abuse and Mental Health Services Administration

The Substance Abuse and Mental Health Services Administration (SAMHSA) provides national leadership to strengthen the capacity of the Nation’s health care system to provide prevention, diagnosis and treatment services for people at risk for or experiencing substance abuse or mental illnesses. Paid and volunteer positions may be available to undergraduate and graduate students pursuing degrees in health sciences, social sciences, statistics or public health related academic disciplines.

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 15, 2004.

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

U.S. Coast Guard

The U.S. Coast Guard plays a vital role in the maritime safety of America. It protects the nation’s borders, saves lives and property, provides economic vitality, enforces laws and treaties, ensures safe and efficient marine transportation, protects natural resources and provides for the national defense.
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.

CBP is actively participating in several student programs, including Student Volunteer (unpaid) positions, Student Temporary Employment Program and the Student Career Experience Program. These programs provide students with valuable learning experiences and frequently lead to permanent employment. CBP’s field recruiters handle recruitment for these programs. Please contact Susan Brown at (770) 994-4157 to discuss anticipated student hiring needs for the North Carolina area.

U.S. Immigration and Customs Enforcement (ICE)

The U.S. Immigration and Customs Enforcement is the investigative arm of the Border and Transportation Security Directorate, tasked with securing the nation’s borders and safeguarding its transportation infrastructure. As the largest investigative arm of DHS, ICE brings a unified and coordinated focus to the enforcement and investigation of homeland security crimes, including federal immigration laws, custom laws and air security laws. ICE works to protect the United States and its people by deterring, interdicting and investigating threats arising from the movement of people and goods into and out of the U.S. and also by policing and securing federal government facilities across the nation.


Deadline: Applications are accepted during announced open periods. Please refer to the Web site or contact the Coordinator as indicated.
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/hrm.doijobs.html. Intern programs operating within the Department are listed below.

Diversity Intern Program

The U.S. Department of the Interior (DOI) strives to increase diversity in its workforce by providing internship opportunities to qualified ethnically diverse and disabled students. Interns work during the fall and spring semesters and summer months for bureaus and offices nationwide. The Office of Educational Partnerships (PED) in Washington, D.C., provides project coordination and oversight of the Program. Administration of internships is provided by five nonprofit partner organizations: Haskell Indian Nations University; Minority Access, Inc.; the Hispanic Association of Colleges and Universities (HACU); the Student Conservation Association (SCA); and the National Association for Equal Opportunity in Higher Education (NAFEO). Since its inception in 1994, the program has been highly successful. A number of talented and hardworking individuals have explored career opportunities through internships at various DOI sties across the Nation.


Government-wide Acquisition Intern Program

The DOI University’s Government-wide Acquisition Intern Program is designed to create a highly competent, motivated and diverse group of people ready for the challenges of professional and management careers in the field of Acquisition. It is designed for college graduates with a Bachelor’s degree or higher) in a field related to acquisitions, procurement or contracting (or has the equivalent amount of work experience).

- Web site: www.doi.gov/training
- Deadline: Applications for employment must be submitted by the closing date of the vacancy announcements. Vacancy announcements are posted on OPM’s Web site (www.usajobs.opm.gov) in February/March each year.
Office of the Secretary Management Intern Program

The Office of the Secretary Management Intern Program is 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.

- Web site: http://www.doi.gov/training
- Deadline: Application for employment must be submitted by the closing date of the vacancy announcement. Vacancy announcements are posted on OPM’s Web site (http://www.usajobs.opm.gov) in February/March each year.

Financial Management Career Intern Program (FMCIP)

The purpose of the FMCIP is to recruit, develop and retain future leaders for the Department, 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 two-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.

- Deadline: Application for employment must be submitted by the closing date of the vacancy announcement. Vacancy announcements are posted on OPM’s Web site (http://www.usajobs.opm.gov) in February/March each year.

Many of the Department’s sub agencies 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 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/hr/scep.htm

Fish and Wildlife Service

The Fish and Wildlife Service's mission is working with others to conserve, protect and enhance fish, wildlife and 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, Fish and Wildlife Service, 4401 N. Fairfax Drive, Room 634, Arlington, VA 22203. Telephone (703) 358-2392. E-mail Trevor_Needham@fws.gov. For information about volunteer opportunities call 1-800-344-WILD.
- Deadline: Unspecified.

Student Educational Employment Positions:
• Contact: Gwendolyn Edwards, Human Resources, Fish and Wildlife Service, 4401 North Fairfax Drive, Room 2042, Arlington, VA 22203.
• Telephone (703) 358-2571.
• E-mail Gwendolyn_Edwards@fws.gov.
• Deadline: Unspecified

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

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.

Office of Surface Mining Reclamation and Enforcement

The Office of Surface Mining Reclamation and Enforcement administers a nationwide program that protects society and the environment from the adverse effects of coal
mining operations while ensuring an adequate supply of coal to meet the nation’s energy needs. Paid clerical opportunities may be available. Interested students should contact the agency for vacancy announcements.


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 the 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.

- Contact: Student Coordinator, U.S. Geological Survey, 12201 Sunrise Valley Drive, MS 601, Reston, VA 20192, (703)648-6141
- Web sites:

- 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 January each year.

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

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. 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 all DEA student programs.
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
- Telephone (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 the care and custody of those persons convicted of federal crimes and sentenced to serving time in a federal penal institution. It offers several internship and temporary employment programs. The Student Temporary Educational Program (STEP) provides temporary employment to students within the Washington, DC area only. Students are eligible to participate in STEP as long as they are enrolled in school, and STEP positions do not have to relate to their academic fields of study. The Student Career Experience Program is a work-study partnership among students, educational institutions and various federal agencies. This program offers work experience directly related to one’s academic field of study and provides formal periods of work and study. The Bureau also offers a Pre-Doctoral Psychology Internship Program to students completing graduate-level work in Psychology. These positions can lead to full time federal employment upon completion of a doctorate. The Bureau of Prisons cosponsors the Commissioned Officer Student Training and Extern Program (COSTEP) with the U.S. Public Health Service. Finally, the Bureau of Prisons also offers legal internships.

- Contact: For information about STEP positions, contact Francisco Fernandez of the Human Resource Management Division at telephone (202) 307-3135, fax (202) 514-6388, or e-mail. For information about the Student Career Experience Program, contact Robert Cannon of the Human Resource Management Division, Staffing Section, at telephone (202) 307-3177, fax (202) 514-8189, or e-mail. For information about the Pre-Doctoral Psychology Internship Program, contact Dr. Phil Magaleta of the Correctional Programs Division, at telephone (202) 514-4492, or e-mail. For information about COSTEP, contact Angela Renner of the
Health Services Division at 1-800-800-2676, extension 136 or e-mail. For information about the Legal Internship Program, please visit
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.

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 Office of Congressional Affairs in Washington.

- Web site: http://www.usdoj.gov/marshals

Office of Community Oriented Policing Services

The Office of Community Oriented Policing Services (COPS) seeks to expand and improve cooperative efforts between law enforcement agencies and members of local communities to enhance public safety. Paid positions may be available to undergraduate and graduate students interested in criminal justice, grant making and/or public affairs.

- Web site: http://www.usdoj.gov/cops/

Office of Justice Programs

The Office of Justice Programs works with state and local governments and national organizations to develop innovative approaches to address violent crime, including juvenile crime and terrorism, and to assist crime victims. Paid and volunteer positions may be available to undergraduate and graduate students. Internships allow students to learn about criminal justice issues and the operations of the agency.

- Contact: Office of Personnel, Office of Justice Programs, U.S. Department of Justice, 810 Seventh Street, N.W., Washington, DC 20531, (202) 307-0730
- Web site: http://www.ojp.usdoj.gov
- Deadline: Applications may be submitted at any time. Positions are available throughout the year.
Department of Labor

The primary mission of the 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 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 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 Science, Business Administration and Public Administration.

- Contact: Rodney Lattisaw, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room C-5522, Washington, DC 20210. Telephone (202) 693-7633. Fax (202) 693-7729. E-mail Lattisaw-Rodney@dol.gov
- Web site: www.dol.gov
- Deadline: Applications accepted year round with the exception of summer. Please visit http://www.jobs.dol.gov for information on summer internships during the months of February and April 2004.

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 all 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 the mail, write to the Intern Coordinator, Recruitment Division, Department of State, 2401 E Street, N.W., Room H518, Washington, DC 20522-0108.
- 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 Web site, [http://www.dot.gov](http://www.dot.gov), and selecting the “Jobs & Education” button. Positions are available throughout the year.

Federal Aviation Administration

The Federal Aviation Administration (FAA) regulates air commerce and controls the use of navigable airspace in the United States.

- Contact: Miriam Vega, FAA Policy Management Division, AHP-300, Federal Aviation Administration, 800 Independence Avenue, S.W., Washington, DC 20591. Telephone (202) 267-8459.
- Deadline: March 2004

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.

- Contact: Lorraine Day or Karen Waters, Office of Human Resources, Federal Highway Administration, 400 Seventh Street, S.W., Room 4323, Washington, DC 20590. Telephone (202) 366-1159 or (202) 366-6149. E-mail: lorraine.day@fhwa.dot.gov or karen.waters@fhwa.dot.gov

Federal Railroad Administration

The Federal Railroad Administration (FRA) promulgates and enforces rail safety regulations, administers railroad financial assistance programs, conducts research and development in support of improved railroad safety and national rail transportation policy and consolidates government support of rail transportation activities.
Federal Transit Administration

The Federal Transit Administration (FTA) assists in the development of improved mass transportation facilities, equipment, techniques and methods, with the cooperation of public and private mass transportation companies.


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.


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.


Office of Inspector General

The Office of Inspector General promotes the effectiveness of the Department’s programs and operations by conducting and supervising audits, evaluations and investigations.

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.


Surface Transportation Board

The Surface Transportation Board is an adjudicatory body responsible for the economic regulation of the nation’s interstate transportation, primarily railroads. Paid opportunities may be available to graduate students pursuing degrees in finance, economics or business administration.


Transportation Security Administration

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


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:

The Bureau of Alcohol, Tobacco and Firearms (ATF)

The Bureau of Alcohol, Tobacco and Firearms (ATF) is a law enforcement organization within the United States Department of the Treasury with unique responsibilities dedicated to reducing violent crime, collecting revenue, and protecting the public. Summer job opportunities may be available on our Web site mid-November. Paid and volunteer internship opportunities may be available to graduate and undergraduate students in several of the Bureau’s field offices.

United States Secret Service

The Secret Service is a federal law enforcement agency with headquarters in Washington, D.C. and over 125 offices throughout the United States and abroad. Congress charged the Secret Service with two responsibilities, protection of our nation’s leaders and criminal investigations. Its duties have expanded to include the area of counterfeiting of currency and securities; forgery and altering of government checks and bonds; thefts and fraud relating to electronic funds transfer; identity fraud; computer fraud; telecommunications fraud; and fraud concerning federally insured financial institutions. Agency offers paid and unpaid internships and has employment opportunities with its “Stay-in-School Program.”

- Web site: http://www.ustreas.gov/usss

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.

The Bureau does not have paid internships. The agency does, however, accept applications for the Student Temporary Employment Program (STEP). Students interested in STEP may apply at any time, since positions are available throughout the year.

- Contact: Veronica Shirley, Human Resources Specialist (Recruiter), Bureau of Engraving and Printing, 14th and C Streets S.W., Room 446-D, Washington, DC 20228. Telephone (202) 874-2545. E-mail BEPjobs@bep.treas.gov.
- Web site: www.moneyfactory.gov
- Deadline: Applications may be submitted at any time.

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 Web site: www.usajobs.opm.gov. However, the IRS does not use this Web site 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.

- Contact: Susie Williams, Senior Human Resources Specialist, Human Capital Office, Washington Employment Branch, Section #4, 5000 Ellin Road, Lanham, MD 20706. Telephone 202-283-1774. Fax 202-283-7295. E-mail address Susie.Williams@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.

- Contact: Sandra Chrzanowski, Summer Employment Coordinator, Comptroller of the Currency, Mail Stop 4-17, 250 E Street S.W., Washington, DC 20219-0001. Telephone (202) 874-4766. E-mail Sandra.Chrzanowski@occ.treas.gov.
- Deadline: In order to be considered for a short-term position at the OCC, applicants must submit a resume during the period (usually during the month of March) when the OCC has a job posting for short-term summer hires on http://www.usajobs.opm.gov. The OCC asks that applicants not send resumes outside the open season or without a specific job posting to which they are responding.
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: Kate Moore, Internship Director, Washington Semester Program, (202) 895-4967, kamoore@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: Sandra Penaherrera, Associate Director, HACU National Internship Program, (202) 467-0893, ext. 2083, spenaherrera@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: Vivian Williams, Director, NAFEO Internship Program, (301) 650-2440, ext. 119.
**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, jenniferc@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) Noemi Pizarro-Hyman, (202) 501-2031, noemi.hyman@mail.va.gov.

**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 and www.usajobs.opm.gov. The formal application period for this year is March 29, 2004 to April 9, 2004. For summer or temporary positions, please visit www.epa.gov/students or www.epa.gov/ohros/student.
• Contact: Jamie Langlie, Program Manager, EPA Intern Program, Environmental Protection Agency, 1200 Pennsylvania Avenue N.W., Mail Code 3615M, Washington, DC 20460, (202) 564-7576, langlie.jamie@epa.gov.

• Web sites:
  www.epa.gov/jobs.
  www.usajobs.opm.gov.
  www.epa.gov/students
  www.epa.gov/ohros/student.

**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.


• Deadline: On-going.

**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. Paid positions may be available in the summer for students at least 16 years of age.


• Web site: http://www.fcc.gov

• Deadline: Applications may be submitted at any time.

**Federal Deposit Insurance Corporation**

The Federal Deposit Insurance Corporation (FDIC) promotes and preserves public confidence in financial institutions by insuring bank and thrift deposits up to the legal limit of $100,000. FDIC is interested in students majoring in business, accounting, journalism and management. First and second year law students also are invited to apply for employment.
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 N.W., Washington, DC 20463, Telephone (202) 694-1080, Fax (202) 219-3588
- Web site: http://www.fec.gov
- Deadline: For paid legal positions, the Web site will have information about application deadlines. For unpaid positions, applications may be submitted at any time. Positions are available throughout the year.

Federal Emergency Management Agency (FEMA)

The Federal Emergency Management Agency 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 and in various regional offices.

- Contact: For information about paid and volunteer positions, contact Sheryl Withers, Federal Emergency Management Administration, 500 C Street, S.W., Room 816, Washington, DC 20472, (202) 646-4081, Sheryl.Withers@FEMA.gov. For information about other possible employment opportunities, visit the Web site.
- Web site: http://www.fema.gov
- Deadline: unspecified

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.

- Contact: Mike Mrozowski, Recruiting Coordinator, Federal Energy Regulatory Commission, 888 First Street NE, Washington, DC 20426, (202) 502-8279.
- Web site: http://www.ferc.gov
- Deadline: Applications are accepted throughout the year.

**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.

- Deadline: unspecified

**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.

- Contact: Alice C. Dickerson, Director of Human Resources, Legal Services Corporation, 3333 K Street N.W., Washington, DC 20007. Telephone (202) 295-1570.
- Web site: http://www.lsc.gov
- Deadline: unspecified

**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 whistle blowing 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.

- Contact: Rosalyn L. Wilcots, Legislative Counsel, U.S. Merit Systems Protection Board, Office of the General Counsel, 1615 M Street, Room 616, Washington, DC 20419. Telephone: (202) 653-6772, Ext. 1278. E-mail: rosalyn.wilcots@mspb.gov.
- Web site: www.mspb.gov
- Deadline: Positions are available throughout the year. Applications may be submitted at any time.

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
- Deadline: Internships can be arranged any time 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.
National Labor Relations Board

The National Labor Relations Board (administers the nation's principal labor law, the National Labor Relations Act. Paid and volunteer positions may be available to law, graduate and undergraduate students majoring in such fields as labor relations, industrial relations, personnel administration, business administration, economics, labor economics, political science, accounting and/or labor law.

- Contact: Anthony Wonkovich, National Labor Relations Board, Personnel Branch, 1099 14th Street, N.W., Washington, DC 20570-0001. Telephone (202) 273-3980. Fax (202) 273-2921. E-mail: anthony.wonkovich@nlrb.gov
- Web site: http://www.nlrb.gov/jobsd/student.html
- Deadline: unspecified

The National Mediation Board

The National Mediation Board (NMB) is mandated by the 1934 Railway Labor Act to mediate labor-management disputes in the airline and railroad industries. Intern positions may be available to those with backgrounds in dispute resolution, law, and information technology.

- Contact: Rachel Barbour, Conflict Resolution Specialist, ADR, Development and Technology, National Mediation Board, 1301 K Street, N.W., Suite 250-E, Washington, DC 20005. Telephone (202) 692-5050. E-mail: barbour@nmb.gov
- Deadline: unspecified

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
- Deadline: Unspecified

**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 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 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 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.

**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.pmf.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: It is preferred that all applicants utilize the automated application found at www.opic.gov, under the heading Employment. Please refer to the Web site, www.opic.gov for information regarding the following: deadline dates for each semester, necessary application materials and instructions on how to apply for a Legal Affairs internship.
- Minimum Requirements: United States citizenship and at least part-time enrollment in an accredited academic degree program.
- Deadline: Deadlines are updated on the Web site 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

**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, N.W., Suite 300, Washington, DC 20268-0001. Telephone (202) 789-6840. E-mail: sikorag@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
- Deadline: unspecified
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 various summer internship and year-round compensated and volunteer opportunities for students.

- **Student Temporary Employment Program (STEP)** - Current students who wish to work part-or full-time while in school.
- **Summer Honors Program** – Compensated summer positions for law students who are in their first or second year or entering judicial clerkships or continued education post-internship.
- **Law Student Observer Program** — Volunteer or for-credit positions offered to current law students during the academic year.
- **Summer Honors Business Program** — Compensated summer positions for entering junior or senior undergraduate and first year MBA students concentrating in finance, economics, accounting or business administration.

Please refer to the SEC Web site at www.sec.gov/jobs for specific program deadlines and application requirements or call 202) 942-7320 for further information.

Small Business Administration

The Small Business Administration (SBA) aids, counsels, assists and protects the interests of small businesses; preserves free competitive enterprise; and maintains and strengthens the nation’s overall economy. Paid and volunteer internships may be available to students at least 16 years of age.

- **Contact:** Christine Anderson, Office of Human Capital Management, Small Business Administration, 409 3rd Street, S.W., Washington, DC 20416. Telephone (202) 205-1561. E-mail: Christine.anderson@sba.gov.
- **Web site:** http://www.sba.gov
- **Deadline:** unspecified

Social Security Administration

The Social Security Administration (SSA) manages the nation’s social insurance program, consisting of retirement, survivors and disability insurance programs, commonly known as Social Security. The agency also administers cash assistance programs to people with limited incomes and resources. Student employment positions may be available in the Charlotte SSA office.

- **Contacts:** Peco McCoy, Social Security Administration, 5800 Executive Center Drive, Suite 300, Charlotte, NC 28212. Telephone (704) 535-6471. E-mail:
For paid and volunteer opportunities in the Washington, DC area, contact Sheila Exum or Geneva Lee, Social Security Administration, Room G-120, West High Rise Building, 6401 Security Boulevard, Baltimore, Maryland 21235. Telephone (410) 965-4411.

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

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 Web site at www.tva.com/employment/internships.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 Intern Program.

- Contact: White House Internship Program, Old Executive Office Building, Room 84, Washington, DC 20500. Telephone (202) 456-2742.
- Deadline: unspecified.
End of Listing