INTERNSHIP
Academically-Related Work Experience
for Qualified Students

To apply for this position, students must be registered with the
Center for Internships & Cooperative Education.
For further information, come to LH-209.

Position #: 1874

Position Title: Student Trainee


Internship duties, assignments, requirements, etc:

DUTIES: Student Trainee will be expected to learn procedures, methods and techniques of the Office of Federal Contract Compliance Programs. Assignments include interviewing complainants, witnesses, and representatives to obtain factual information relevant to a charge of employment discrimination; reviewing and summarizing documentary evidence such as employment applications from contractor files as assigned by a senior staff person; reviewing, summarizing and evaluating relevant information in case files to help senior staff prepare for conciliation meetings; drafting parts of onsite review reports i.e. descriptive or narrative materials based on documents or sworn statements; drafting letters, memoranda or internal reports on a variety of subjects to answer specific questions asked by the public, complainants, agency officials or others; and performing a variety of assignments throughout the office on a rotational basis to learn the work of the office. QUALIFICATIONS: Applicants must be bi-bilingual in English and Spanish; must be a U.S. citizen; must be continuously enrolled in the University and taking at least half-time coursework throughout the assignment; must be able to commit to work 640 hours in this position (16 weeks full-time or 32 weeks part-time); must be graduating within three months from the end of the assignment. Upon successful completion of the Student Trainee position and completion of university degree within 120 days after the conclusion of the assignment, recommendation of agency supervisor, etc. student may be eligible for non-competitive conversion to a full-time, permanent job with the agency.

APPLY IMMEDIATELY. Interviews will be held ON-CAMPUS on Wednesday, February 19 and Wednesday, February 26. Fax resume and cover letter. Do not mail. Other information and documentation may be required later.

Additional Information:
Timebase: At least 20 hours/week
Wages: $9.97 per hour
This position is open to: Juniors, Seniors, Grad Students

This position is most appropriate for the following majors:
Management  Public Administration  Psychology
Sociology  All Majors