

Bureau of Industry and Security (BIS) Office of Export Enforcement (OEE) Student Volunteer Internship Opportunity

Summary

The mission of the Department of Commerce's Bureau of Industry and Security (BIS) is to advance U.S. national security, foreign policy and economic objectives by ensuring an effective export control and treaty compliance system and promoting continued U.S. strategic technology leadership. The DOC was ranked No. 3 among large agencies in the Best Places to Work in the Federal Government rankings.

This is a Student Volunteer Internship opportunity in the following offices:

Boston Field Office (Marlborough, MA)
Dallas Field Office (Irving, TX)
Houston Resident Office (Houston, TX)
Los Angeles Field Office (Irvine, CA)
Portland Resident Office (Portland, OR)
Headquarters (Washington, D.C.)
Washington Field Office (Herndon, VA)
Manassas Training Center (Manassas, VA)

This job is open to

Students

Current students enrolled in accredited educational institutions from undergraduate to graduate level.

Clarification from the agency

Any Currently Enrolled College Student Eligibles who are U.S. Citizens/Nationals.

Duties

If selected for this position, you will report to a Supervisory Special Agent and learn alongside Special Agents, Criminal Analysts, Task Force Officers from partnering agencies, and Mission Support Specialists.

As a Student Trainee, you will provide general office support to one or more professional programs or support staff members of the Office of Export Enforcement (OEE). These duties will be commensurate with your education and experience with the intent to offer you a broad working knowledge of the department/agency programs, enforcement of the Export Administration Regulations, and legislation while allowing you to provide support in the

appropriate functional areas related to research, analysis, and law enforcement investigations. Administrative support may include using one or more software applications: word processing, electronic spreadsheets, database management, desktop publishing, graphics, project management, calendar, and electronic mail.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

Work Schedule: While most internships will be offered during the summer months, hours and time of year are negotiable based on student's class schedule as agreed by the supervisor. Hours will not exceed 25. This is an unpaid internship.

Requirements

Conditions of Employment

- You must be a U.S. Citizen to apply for this position.
- Males born after 12/31/1959 must be registered with Selective Service.
- Must be at least 18 years old.
- You may be required to pass a background investigation.
- You may be required to undergo a drug test.
- You must meet half-time student enrollment requirements.
- You must submit a transcript or proof of enrollment with your application.
- You must meet all qualification requirements upon the closing date of this announcement.
- If selected, you may be required to serve a trial period.

Qualifications

- To be eligible for this internship ALL of the following requirements must be met:
- **Student Status:** Definition of a student - applicant must be enrolled or accepted for enrollment in a technical or vocational school, two-year or four-year college or university, graduate/professional school, or certificate program equivalent to at least one academic year of full-time study (go to <http://www.ed.gov/accreditation> to verify accreditation status) pursuant to 5 CFR 362. You must be considered in good academic standings by the school. Individuals must be taking at least a half-time academic, vocational, or technical course load leading to a degree or certificate. "Half-time" is defined by the school where the student is enrolled.
- **Grade Point Average:** You must have at least a 2.5 GPA.
- **Citizenship:** Student Interns must be United States citizens or owe permanent allegiance to the United States. (Currently, natives of American Samoa, Swains Island and certain

inhabitants of the Commonwealth of the Northern Mariana Islands are the only groups that owe permanent allegiance to the United States.)

- **Background Investigation:** You must successfully complete a background investigation to determine your suitability for Federal employment.

Education: All academic degrees and coursework must be completed at an institution that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education in order for it to be credited towards qualifications. For a list of schools that meet this criteria, see <http://www.ed.gov>.

Additional information

This is a volunteer position and does not qualify for benefits.

This volunteer position does not confer any conversion rights to a permanent, competitive service position.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your complete application package will be used to determine whether you meet the job qualifications listed on this announcement. You will be rated on the following Competencies:

Administration

Customer Service

Integrity/Honesty

Interpersonal Skills

Listening

Reasoning

Self-Management

Teamwork

Required Documents

To apply for this position, you must provide a complete Application Package by the closing date of this announcement, which includes:

- **Resume:** Your resume showing relevant experience and dates (month/year) of employment and work schedule for each (e.g., part-time XX hours per week or full-time). Experience refers to paid and unpaid experience, including volunteer work done

through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

- **An unofficial college transcript**
- **Proof of Enrollment**
- **Veterans' Preference documentation:** If you are entitled to Veterans' Preference, you must indicate the type of preference you are claiming in your application and submit the appropriate documentation

How to Apply

Candidates who are interested in the OEE Student Volunteer Internship program must apply through this announcement and include all required documents. Please email all documents to OEEInternship@bis.doc.gov and indicate cities of interest in the subject line.