

## Information on Internship & Job Opportunities for Public Administration Students December 2004

### Federal Government Executive Agencies

#### **Overseas Private Investment Corporation (OPIC)** <http://www.opic.gov/>

- Internships:
  - Summer internships are paid; fall and spring are not
  - Skills required: finance, investment, public relations, substantive policy areas such as environment, public works, human rights
  - Students work on projects that evaluate loans to be made to proposed projects in other nations. Evaluations focus on how likely the loan is to be repaid
- Contact: Joan Edwards [jedwa@opic.gov](mailto:jedwa@opic.gov)

#### **Central Intelligence Agency (CIA)** [www.cia.gov](http://www.cia.gov)

- Internships: all internships are paid. See the web site for information on internship programs. <http://www.cia.gov/employment/student.html>
- Full-time Jobs: constantly hiring, look for job announcements on their web site
  - Most hires have graduate degrees, but they do consider excellent undergraduates
  - Skills required: languages; exceptional written and oral communication skills; aptitude for analysis—e.g., able to discern the implications of information; interest in foreign affairs; ability to do political analysis, leadership analysis, military analysis, science and technology analysis or economic analysis
  - Starting salaries: \$45 – 60k, depending on academic work and relevant work experience
  - Career Path: varied, but usually the first 3 years spent learning the craft, gaining expertise; then rotations through different parts of the agency
- Tips:
  - Applicants need to be ready for challenges of working for government – a big bureaucracy, open to a lot of scrutiny, etc.
  - Applicants need to be able to distinguish between advisory and advocacy
  - Applicants have to be completely candid in the security process
  - Applicants who have used drugs within one year prior to applying need not apply

#### **Foreign Agricultural Service (FAS), U.S. Department of Agriculture (USDA)** [www.fas.usda.gov](http://www.fas.usda.gov)

- Contact: Allison Thomas, Senior Economist, [allison.thomas@fas.usda.gov](mailto:allison.thomas@fas.usda.gov)
- Mission: promote markets for US agricultural products overseas
- Internships Open Now:
  - Summer: paid and housing provided; looking for marketing assistants and economic assistants

- International Internship Program: overseas assignments; paid, housing provided, open all year for applications
- Career Intern Program: work and go to school at the same time; guaranteed employment for at least two years after completing the program
- Full-time Jobs:
  - Not hiring now
  - When they do hire, looking for people with public policy, trade policy, international law backgrounds

### **Department of Homeland Security (DHS)** [www.dhs.gov](http://www.dhs.gov)

- Contact: Richard Toscano [richard.toscano@dhs.gov](mailto:richard.toscano@dhs.gov)
- Internships: because the agency is so new, they haven't yet decided whether to create an agency-wide internship program. For internship opportunities in DHS, go to the individual directorates (e.g., Emergency Preparedness, Border Security) or to USAJobs.
- Full-time Jobs: most of their jobs are not in Washington, DC. Currently they are hiring for a new directorate—Information Technology and Intelligence. Go to their web site for job listings. <http://www.dhs.gov/dhspublic/firstGovSearch>

### **State Department** [www.careers.state.gov](http://www.careers.state.gov)

- Contact: Veda Engel [engelvt@state.gov](mailto:engelvt@state.gov)
- Foreign Service Exam:
  - Next one scheduled for April 23, 2005; Deadline to register for the exam: March 23, 2005
  - First step toward becoming a Foreign Service Officer; next steps—oral exam, security and medical clearances
  - Must be between the ages of 20 and 59
  - Hiring about 300 people this year
  - The exam is very competitive. Last year, 20,000 people took the exam, 3200 passed, 429 were hired.
- Foreign Service Specialists: see web site for information on these jobs
- Summer Internships: already filled for 2005. 5,000 applications received, 950 selected. About 1/3 of their internships are paid, based on need.
- Fall Internships 2005: deadline is March 1, 2005, see web site
- Spring Internships 2006: deadline is July 1, 2005, see web site.
- Full-time Jobs: Civil Service Positions in Washington, DC: filled through the Office of Personnel Management (OPM). See OPM web site [www.opm.gov](http://www.opm.gov) or State Department web site, click on Civil Service.

### **Department of Health and Human Services (DHHS)** [www.dhhs.gov](http://www.dhhs.gov)

- Emerging Leaders Program:
  - Two-year leadership and development program
  - First year: spend 60 days with home agency within DHHS, then rotate throughout the agency—from 3-5 60-90 day rotations; 5 weeks of training
  - Second year: hands-on training in target position
  - Six different career tracks: administration; public policy; science; social science; human resources; information technology

- Entry Level: GS-9 with a Masters degree. 90% of people in the program have advanced degrees
- The program is 3 years old. First class – 63 people; Second – 86; Third (this year) – 80.
- How to Apply:
  - Go to a career fair at a designated school (see web site [www.hhs.gov/careers/elp.html](http://www.hhs.gov/careers/elp.html) for list of career fairs) in November – March and talk with a representative of the program. That person will give you a packet of information and a code for you to log on and provide your resume.
  - Persons selected from the applicants will be interviewed by a panel, and about 80 will be selected for the program.
- Contact: Liz Rowe [lrowe@psc.gov](mailto:lrowe@psc.gov) 301-443-1933

## Congressional Agencies/Congressional Staff Positions

### **U.S. General Accountability Office (GAO)** <http://www.gao.gov/>

- The best way to get a job with GAO is to get into their summer internship program. About 2/3 of their summer interns get job offers after their internships.
- Internship Program (Paid):
  - Summer, 10-12 weeks, usually Memorial Day through early August
  - Both headquarters and regional offices
  - Includes programs aimed at adding to the intern's experience: 1 1/2 days intensive training at the beginning; career fairs to introduce them to opportunities within GAO; speakers, more training; special meeting with the Comptroller General; survey them at the end about their experience; informal performance appraisal at the end to give them a sense of how GAO evaluates staff
- How to Apply for the Internship Program:
  - Register online now to express interest in receiving the application [www.gao.gov](http://www.gao.gov).
  - The Internship Announcement will be out January 10 and closes February 27.
- Presidential Management Fellows (PMF) Program:
  - GAO has its own PMF program. They don't participate in the executive agency program
- Contact: Sally Jaggar [jaggars@gao.gov](mailto:jaggars@gao.gov)

### **Congressional Research Service (CRS)** [www.crs.gov](http://www.crs.gov)

- Contact: Angela Evans
- Mission: Supply public policy needs of the Congress with timely, objective research
- Full-time Jobs:
  - They hire all year long, see web site for current job openings and special internships and hiring authorities
  - Competencies required: knowledge of a specific discipline (e.g., environment, government and finance, foreign affairs, defense, etc.); knowledge of the methodologies that relate to your discipline; excellent

writing skills—clear, concise, authoritative; excellent oral communication skills, able to teach, brief, etc.; ability to collaborate, do interdisciplinary work effectively

- Entry Level: GS-12 (\$45 – 60k depending on degrees and experience) with Career Ladder to GS-15 without competition. You can advance to the next grade level once you show that you can do the work at that level.
- No formal internship program. See web site for special internships.

### **Congressional Budget Office** <http://www.cbo.gov/>

- Contact: Nancy Fahey (202) 226-2628
- Mission: provide Congress with nonpartisan, timely budget and economic analysis to inform the Congressional budget process
- Internships:
  - Paid, 10 weeks in the summer
  - Hire 10-28 per summer depending on the budget and their projects
  - Online applications open in January, close the end of February; CBO will respond to applicants by the end of March
- Full-time Jobs:
  - See web site for current openings. Even if there are no openings, go ahead and apply. Your paperwork stays in the system for 6 months.
  - Entry level: \$45-60k depending on experience
  - Qualifications: MPP, MPA; strong quantitative skills; generalist analytical skills; strong communications skills

### **Congressional Staff Positions**

- If you are interested in working on Capitol Hill, get in the door any way you can! Volunteer, answer phones, photocopy, just get in the door. Then show initiative and keep your ears open for paid opportunities.
- Best sources of information on job openings on the Hill: <http://www.hillnews.com/>; [www.rollcall.com](http://www.rollcall.com)
- Best methods to get in the door:
  - Pound the pavement. Take your resume around to different offices and meet people.
  - Go to work for a retiring member of Congress. It will only last for 3-4 months, but they are likely to have openings as their staff find other jobs, and you can gain valuable experience.
  - Volunteer in a political campaign.
  - If you want to send your resume to someone on the Hill, fax or email it. First class mail gets held up to be irradiated and often can't be read once it arrives.
- Entry level: \$20k+ depending on experience
- Internships: apply for spring semester internships, there's less competition, but demand is high because Congress does much of its work in the spring

### **District of Columbia Government**

- Capitol City Fellows Program <http://www.dcop.dc.gov/>:
  - 2-year program with rotations to different parts of DC government every 6 months
  - Fellows come from all over the nation

- Entry level: \$46,770, and move to \$51k during program. After program \$55k. Full benefits during and after program.
- Applications are available now and due in January. Click on the link above to get more information and the application.
- Qualifications: dedicated to public service and strong interest in local government; strong writing skills; relevant course work and work experience
- Process: about 45 people are selected to interview—individual interviews, group interviews, and another writing sample will be required of those selected. They plan to hire about 16 people this year.
- Contact: Jennifer Black, [Capacity.Fellow@dc.gov](mailto:Capacity.Fellow@dc.gov), 202-727-1523.

## Nonprofits/NGOs

### **Center for American Progress** <http://www.americanprogress.org/>

- Contact: Nicole Mlade, Senior Policy Analyst for National Security, [nmlade@americanprogress.org](mailto:nmlade@americanprogress.org) 202-682-1611
- Mission: Reinvigorate the progressive movement
- Full-time Jobs: they are hiring a lot of analysts; see web site for current openings
- Internships: undergraduate and graduate, see web site or contact Nicole.

### **InterAction** [www.interaction.org](http://www.interaction.org)

- Purpose: InterAction is the largest coalition of NGS that operate abroad providing humanitarian assistance—160 organizations, including such organizations as CARE, American Friends Service Committee, Catholic Relief Services, etc.
- Internships: all year at the secretariat in Washington, DC. Go to <http://www.interaction.org/jobs/jobads.html> for information on jobs and internships in DC.
- Employment: Go to member's web sites to locate jobs overseas. You will need field experience to get hired by most of these NGOs. You can obtain that by joining the Peace Corps.

### **The Finance Project** <http://www.financeproject.org/>

- Purpose: Develop and distribute information that will help families and youth.
- Employment:
  - Program/Research Assistants – have BA, starting work on MA
  - Program Associates – MA and 1-2 years work experience
  - Senior Program Associates – MA, 5+ years experience
- Jobs listed on [www.idealists.org](http://www.idealists.org). This web site also lists career fairs for nonprofit jobs.

### **The World Bank** <http://www.worldbank.org/>

- Young Professionals Program:
  - Very competitive; must be 32 years of age or younger and have a graduate degree and 4-5 years experience. Languages are very important also. Apply between June 15 and Sept. 30
- Junior Professional Associates Program:
  - Applications open now. No work experience required. BA is required, and must be 28 or younger. The program will provide 2 years of experience.
- Internships:

- BA required, and enrolled in a graduate program.
- Internships may be from one to 5 months depending on projects.  
Application is ongoing between December and September.
- Midcareer Employment: Graduate degree required and 3-5 years experience.

**The Urban Institute** <http://www.urban.org/>

- Combination Think Tank and Research Organization of about 400 people. They produce research reports on policy issues, largely social issues. They also perform long-term research projects. Their funding comes about equally from the federal government and different foundations.
- No internship program
- Employment: They hire a lot of people in the spring. MPAs are welcome, but will find that they will be limited in terms of rising in the organization without a Ph.D.

## Private Sector

**Bearing Point** [www.bearingpoint.com](http://www.bearingpoint.com)

- Consulting Firm working on technological and management reform. 17k employees worldwide
- Employment:
  - Analysts: BA required; MA preferred—MPA, MPP, MBA; average 3 years experience
  - Senior Consultants: at least 5 years' experience—salary \$50-65k
  - Hiring Process: submit resume online; go to career fairs to meet BP representatives; phone interview if resume selected; then personal interview with a panel or with several individuals separately