

**Opportunity Title:** DHS Information Management Student Internship

**Opportunity Reference Code:** DHS-OUP-2014-0002

**Organization** U.S. Department of Homeland Security (DHS)

**Reference Code** DHS-OUP-2014-0002

**How to Apply** A complete application package consists of:

- A complete application
- A resume
- Official Transcript

An official transcript is defined as a transcript issued by the Registrar's Office that includes all of the following:

- Official university markings such as the registrar's signature, university logo or stamp, letterhead or watermark, etc.;
- Name of the academic institution;
- Name of the student;
- For current students, the official transcript must include recent coursework and grades. For postgraduate candidates, the official transcript should include the graduation date and degree awarded.

If you have questions, send an email to [DHSed@orau.org](mailto:DHSed@orau.org). Please list the reference code of this opportunity in the subject line of the email.

**Description** An internship is available for a junior, senior, or graduate student who is attending a college or university within the DC metropolitan area. The student will be placed at the Department of Homeland Security (DHS) Office of University Programs (OUP) in Washington, D.C.

The intern will participate in activities related to information technology, information management and S&T policy development. The student will gain experience in helping develop new ways to access information about DHS initiatives aimed at identifying technology alternatives, DHS operational limitations and vulnerabilities. The intern will be involved in the development technologies needed in order to exchange information between operational end users, technical innovators, the larger federal community and other Homeland Security Enterprise (HSE) stakeholders. Specific tasks may include:

- IT infrastructure development
- Data base management
- Wiki site development and maintenance
- Share Point site development and maintenance

The intern is expected to be devote 15 to 20 hours per week to internship projects. The intern will receive a stipend of \$300 per week if he/she is a junior or senior, or \$400 if he/she is pursuing a Master's degree. College credits may be arranged with the internship mentor upon request of the student.

- Internship is part-time for 12 to 16 weeks.



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- Internship is contingent on the participant's ability to meet the necessary security requirements in order to access DHS facilities and systems.
- The participant will receive a stipend every two weeks.
- The participant must show proof of health and medical insurance.








This program is an equal opportunity program open to all qualified individuals without regard to race, color, age, sex, religion, national origin, mental or physical disability, genetic information, sexual orientation, or covered veteran's status.

Participant will not enter into an employee/employer relationship with ORAU/ORISE, or DHS. No commitment with regards to future employment should be inferred or expected by the offer or acceptance of this internship.

**Qualifications Eligibility Requirements**

- United States (U.S.) citizenship at the time of application. *Proof of U.S. Citizenship will be requested at the time an offer is accepted.*
- Enrollment as a full-time student at an accredited U.S. College or university at the time of application. *Proof of enrollment will be requested at the time the offer is accepted.*
- Majoring in a science, technology, engineering, or mathematics field with interest in information technology or management.
- At least 18 years old at the time of application.

**Eligibility Requirements**

- **Citizenship:** U.S. Citizen Only
- **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree.
- **Discipline(s):**
  - **Chemistry and Materials Sciences** ([12](#) )
  - **Computer, Information, and Data Sciences** ([16](#) )
  - **Earth and Geosciences** ([21](#) )
  - **Engineering** ([27](#) )
  - **Environmental and Marine Sciences** ([3](#) )
  - **Life Health and Medical Sciences** ([45](#) )
  - **Mathematics and Statistics** ([10](#) )
  - **Other Non-Science & Engineering** ([3](#) )
  - **Physics** ([16](#) )
  - **Science & Engineering-related** ([1](#) )
  - **Social and Behavioral Sciences** ([1](#) )

**Affirmation** I certify that I am at least 18 years of age.