



Department of Defense (Army) Centralized Internship Program
Draft Internship Description
As of 4/13/09

JOB SUMMARY

Job Title	Department of Defense (Army) Intern
Compensation	Bi-weekly stipend payments
Application Deadline	Monday, May 11, 2009
Position Information	Full-time, ten-week program
Location of Performance	Washington, D.C. metropolitan area
Questions	Please contact Brenda Noel at (202) 263-9691 or internprogram@keresnm.com

Civilian Internship Opportunity

The United States Department of Defense (Army) Internship Program has a variety of challenging civilian opportunities available to individuals across the U.S. to gain professional experience from a world-class federal agency. The Department of the Army has hired Keres Consulting, Inc. to recruit and place qualified student interns for the summer of 2009.

The Internship Program is designed to provide students with real-world experience in the areas of healthcare, business, finance, accounting, communications, technology, engineering and various other fields.

Candidates will be selected to complete a full-time, stipend-paid internship from June 1 – August 7, 2009 in the Washington, D.C. metropolitan area. Interns selected to complete the ten-week internship will receive:

1. A \$15 per hour stipend, payable in bi-weekly installments during the internship;
2. Local housing will be provided
3. One round-trip airfare to and from Washington, D.C. will be provided.

INTERNSHIP PROGRAM DESCRIPTION & JOB RESPONSIBILITIES

The ten-week internship includes a pre-internship professional development session, a ten-week assignment with an internship sponsor, and a post-internship reflection session. Interns also participate in several special enrichment activities throughout the summer program.

Internship projects will be designed to allow students the best opportunity to apply their knowledge and skills and transfer their internship experiences to their college studies and professional endeavors.

Interns will be selected to work in functional, operational areas with the Department of Defense (Army) including healthcare, business, finance, accounting, communications, technology, engineering and other areas identified by the Department. Internships will be assigned to compliment the selected individual's educational emphasis, professional interests and relevant experience. To optimize the learning experience, interns will be assigned to various teams.

PROGRAM BENEFITS

There are a series of attractive benefits associated with the internship program:

- **Stipend - \$15 per hour** for full-time, ten-week program.* (*FICA taxes will be deducted from all stipends*).
- **Housing** will be provided.
- **One round-trip airfare** will be provided between home or school and Washington, D.C. for all interns who do not reside in the Washington, D.C. metropolitan area.
- **Bi-Weekly Enrichment Social Activities** will be provided for all program interns to ensure a well-rounded, educational and fun internship experience.
- **Mentors** will be available to personally advise and support each intern throughout the entirety of the program.
- **A Health Benefits Program** will be provided to interns for full-time participation for the entire ten-week program.

ELIGIBILITY/KEY REQUIREMENTS

All Internship Applicants must meet each of the following eligibility conditions:

- Ability to pass a Background and/or Security Investigation
- Be currently enrolled at an accredited, degree-granting institution.
- Committed to participating in the Internship Program for the full ten-week period.
- A citizen or national of the United States
- Maintain a cumulative GPA of 3.0 or above
- Must be in the third or fourth year of college

HOW YOU WILL BE EVALUATED

Applications will be evaluated based on transcripts, community service, letters of recommendation and outcome of background security check.

HOW TO APPLY:

You must submit your application so that it will be received by the closing date of the announcement.

Please Submit:

1. A completed Internship Application Form, which is available in this announcement or at www.internprogram.keresnm.com
2. A current resume that includes any prior experience, technical skills and community service.
3. A current transcript (an unofficial copy is acceptable).
4. A cover letter stating your interest in the Internship Program.

Send Applications To:

Ms. Brenda Watkins Noel
internprogram@keresnm.com or
1424 Oglethorpe St., NW
Washington, D.C. 20011

Please note: If you submit your application via email, please attach required documents. Transcripts may be mailed separately, but must be postmarked by the deadline date.

WHAT TO EXPECT NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring team for further consideration and possible phone interview. We expect to make a selection within 5 days of the closing date of this announcement. You will be notified of the outcome.

For questions about this job, please contact: Brenda Noel at (202) 263-9691 or internprogram@keresnm.com.