



NOTICE OF INTERNSHIP OPPORTUNITIES

The United States Attorney's Office for the Western District of Michigan is accepting applications for unpaid internships in the Grand Rapids Office. Internship possibilities exist in the following areas:

Law Enforcement Coordination and Training:

You may have opportunities to plan and attend law enforcement training, attend law enforcement meetings, work on press conferences, attend community meetings regarding law enforcement topics, and attend trials and hearings in Federal Court.

Victim and Witness Assistance:

You may have opportunities to assist with victims and witnesses at trial, attend trials and hearings in Federal Court, assist with victim notification, and plan and attend trainings.

Information Systems

You may have opportunities to perform routine information system assignments in a legal office; learn technical characteristics of systems, networks, and equipment configurations; provide support to computer users such as troubleshooting routine and recurring problems; and install/configure/upgrade computers and software.

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- ❖ Applications for Summer 2010 Internships must be received by our office no later than February 12, 2010.
 - ❖ A background investigation is required and will take approximately 6 weeks.
 - ❖ A minimum of 16 hours per week with a total of 200 hours is required for all internships.
 - ❖ Students must be enrolled at least half-time in a recognized educational institution.

To apply, please send a cover letter and resume to:

Ellie Drumm
Human Resources Specialist
U.S. Attorney's Office
P.O. Box 208
Grand Rapids, MI 49501-0208
USAMIW.personnel@usdoj.gov

Include a statement of your career goals and how an internship would help you further your educational objectives.

If you have questions, call Ellie Drumm at 616-456-2404.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER