

Student Intern – Mission Support (DC, MD, VA, CA, MA), GG-0399-05/07

Location: Multiple

Clearance: Secret Security Clearance

Pay Range GG-05

Pay Range GG-07

Announcement Open Period: September 15, 2023 – October 31, 2023

Summary

Are you looking for a career in national security? The Defense Counterintelligence and Security Agency (DCSA) is seeking trustworthy, inquisitive students to join our team. The DCSA Student Experience (DSE) is a paid internship program designed to attract diverse and talented students enrolled full-time in the fall of 2023 in an undergraduate or graduate degree program from an accredited college or university. Students have an opportunity to gain marketable developmental experience in counterintelligence and insider threat, industrial security, personnel security, security training, and other DCSA core mission and support areas. This is a great opportunity to enter the federal government. Become a part of America's Gatekeeper Team!

About the Mission Support

Directorates supporting DCSA provides integrated and synchronized support for the DCSA's mission requirements. We offer our interns interesting, challenging work in mission support areas to include:

- Chief Strategy Office (CSO)
- Office of Diversity and Equal Opportunity (DEO)
- Human Capital Management Office (HCMO)
- Office of Chief Financial Officer (OCFO)
- Office of Communications and Congressional Affairs (OCCA)
- Office of the Inspector General (OIG)
- Office of Small Business Programs & Industry Engagements (OSBP & IE)

Available Internships

Policy Analyst

Locations: Washington, DC

Clearance: Secret Clearance

Summary: As a Student Intern (Policy Analyst) within the CSO, you will provide support to DCSA policy development activities, conducts research, drafts, and proposes changes to policies.

Diversity, Equity, Inclusion, & Accessibility (DEIA) Specialist

Locations: Quantico, VA; Stafford, VA; San Diego, CA; Andover, MA

Clearance: Secret Clearance

Summary: As a Student Intern (DEIA Specialist) within the DEO, you will assist in conducting and planning organization-wide or regional special observances or events. Participate in special projects as assigned to include preparing presentations, trainings and/or attending job fairs, meetings, or conferences. Assist higher graded specialists in tracking and supporting F-SEPM activities.

Equal Employment Opportunity (EEO) Specialist

Locations: Quantico, VA or Stafford, VA

Clearance: Secret Clearance

Summary: As a Student Intern (EEO Specialist) within the DEO, you will Assist higher graded specialists in tracking and supporting EEO complaints and RA requests. Assist in scheduling, setup and administering training and outreach. Participate in special projects as assigned to include preparing presentations.

Student Programs Intern

Locations: Quantico, VA; Fort Meade, MD

Clearance: Secret Clearance

Summary: As a Student Intern (Student Programs Intern) within the HCMO, you will assist the Student Programs Branch in program planning and maintenance of events; collaborate in the coordination of hosting forums and workshops; assist in event and program success tracking and ROI; work cross-functionally with other mission and support areas—analytics, web, Front Office, etc.; and other program supporting activities. This position will also work to ensure successful compliance with program expectations.

Training Specialist (Leadership Development)

Locations: Quantico, VA; Fort Meade, MD

Clearance: Secret Clearance

Summary: As a Student Intern (Training Specialist) within the HCMO, you will serve as technical advisor on leader development programs and operations. Coordinate and facilitate ELD focused team engagement events and activities, which include headquarters, centers, and field locations for a dispersed workforce. Conduct research, interpret policy, gather data, and compile benchmarking information to be included in complex and detailed reports and presentations, as needed. Develop marketing materials and communications to proactively share programs, initiatives, goals, processes, and procedures agency wide. Support the administration and management of leader development programs, courses, events, initiatives, and activities.

Training Specialist (Curriculum Development/Instructional Technology)

Locations: Quantico, VA; Fort Meade, MD

Clearance: Secret Clearance

Summary: As a Student Intern (Training Specialist) within the HCMO, you will participate in the creation, editing and review of training materials including facilitator guides, PowerPoint presentations, workbooks, and Learning. Design and create formative and summative assessments to measure participants' progress and develop program evaluations for various ELD trainings and seminars. Attend technology focused discussions and review existing technologies. Practice with Articulate' software, consider user interfaces, and apply best practices. Follow the ISD process to develop and/or assist facilitation of requested training, upon receipt of team engagement requests.

Budget Execution Intern

Locations: Quantico, VA

Clearance: Secret Clearance

Summary: As a Student Intern (Budget Execution Intern) within the OCFO, you will monitor financial operations and assess status. Develop and produce reports and trend data. Gather data, track, and resolve complex discrepancies through a variety of communication channels. Assist and support the Budget Execution team with other related duties as assigned.

Accounting Intern

Locations: Quantico, VA

Clearance: Secret Clearance

Summary: As a Student Intern (Accounting Intern) within the OCFO, you will perform financial and budgetary reporting; account reconciliation, and financial analysis. Assist and support the Accounting team with other related duties as assigned.

Communications Assistant

Locations: Quantico, VA; Washington, DC

Clearance: Secret Clearance

Summary: As a Student Intern (Communications Assistant) within the OCCA, you will assist the communications team with a full range of duties to include writing, social media content and strategic communications.

Developmental Auditor

Locations: Fort Meade, MD

Clearance: Secret Clearance

Summary: As a Student Intern (Developmental Auditor) within our OIG, you will work as a team auditor trainee under the supervision and direction of a higher-grade auditor. Performs specified audit assignments which facilitate the efforts of the team and provide experience leading to the independent planning and conduct of audit assignments. Research directives, laws, regulations, and operating instructions of DCSA activity's function or system. Collects data through interviews with officials, reviews and summarizes manual and automated records, and documents audit results. Presents data/information in briefings and written products.

Office of Small Business Programs & Industry Engagements (OSBP & IE) Assistant

Locations: Quantico, VA

Clearance: Secret Clearance

Summary: As a Student Intern (Industrial Security Intern) within our OSBP & IE, you will serve as an Assistant providing direct assistance to the OSBP & IE Team in ensuring maximum small business participation across the Agency.

Requirements

To qualify for this position, you must meet the criteria specified below:

- You must be currently enrolled in a full-time accredited undergraduate or graduate degree program, in fall of 2024 with an expected graduation date of spring 2025 or later. **Note:** A *full-time student* is *enrolled* in at least 12 credit hours per semester.
- You must have a cumulative GPA of 3.0 or above on a 4.0 scale.

An ideal candidate would possess basic skills in using office automation programs such as Microsoft Office, Excel, Power Point, or other desktop software programs. Additionally, the ability to organize work and communicate effectively in a professional environment are highly desirable traits.

500 Word Essay: Applicants are required to submit a 500-word (maximum) essay describing why they should be considered for the student internship at DCSA, what they hope to learn from this experience, how this experience will help their career goals and what differentiates them from other candidates for this position. **Applications will be considered incomplete and will not be considered if the essay is not submitted.**

Education: All applicants must submit college or university transcript (official or unofficial) as proof of enrollment in an accredited undergraduate or graduate degree program and to confirm GPA.

Specifically, you will be evaluated on the following competencies:

Oral Communication: Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Interpersonal Skills: Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Problem Solving: Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgements.

Writing: Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Attention to Detail: Is thorough when performing work and conscientious about attending to detail.

Education Requirement

All applicants must submit college or university transcript (official or unofficial) as proof of enrollment in an accredited undergraduate or graduate program and to confirm GPA requirement. **NEWLY ENROLLED FRESHMAN** will be required to **ALSO** provide high school transcripts to confirm GPA requirements.

Superior Academic Achievement does not apply to DCIPS positions.

Failure to provide transcripts will result in you being rated ineligible for this position.

Foreign Education: For further information, click on the following link:
<https://sites.ed.gov/international/recognition-of-foreign-qualifications/>

Required Documents

Your complete application includes your COMPLETE resume and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

The following documents are **REQUIRED**:

1. **Your resume:** It must include your name and contact information and support the specialized experience described in this announcement. For qualifications determinations your resume must contain the dates of employment (i.e., Month/Year to present).
2. **500 Word Essay:** Applicants are required to submit a 500-word (maximum) essay describing why they should be considered for hire at DCSA, what they hope to learn from this experience, how this experience will help their career goals and what differentiates them from other candidates for this position. **Applications will be considered incomplete and will not be considered if the essay is not submitted.**
3. **Transcripts:** This position has a degree or education requirement, so you are required to submit a copy of your transcript. We accept unofficial transcripts, as long as they contain your name, the name of the school, the date and degree that was awarded, GPA and the lists of classes and credits earned. **NEWLY ENROLLED FRESHMAN** will be required to **ALSO** provide high school transcripts to confirm GPA requirements.

**Selected students will be required to provide official transcripts with Spring 2024 semester/quarter grades by start of DSE.

Conditions of Employment

- Must be a US citizen
 - Selective Service Requirement: Males born after 12-31-59 must be registered for Selective Service. For more information <http://www.sss.gov>
 - Resume and supporting documents received by 11:59PM EST will be considered
 - This is a Drug Testing designated position
 - Position is a (DCIPS) position in the Excepted Service under U.S.C. 1601
 - Work Schedule: Full Time
 - Overtime: Occasionally
 - Tour of Duty: Flexible
 - PCS (Permanent Change of Station): Not Authorized (Relocation expenses or housing will NOT be provided by the agency)
 - Fair Labor Standards Act (FLSA): Non-Exempt
 - Financial Disclosure: Not Required
 - Telework Eligibility: This position is telework eligible, but is not a full time telework position. The incumbent will be required to report to the office on a routine basis.
 - Suitable for federal employment, determined by a background investigation.
 - If selected, the incumbent must obtain and maintain appropriate security clearance as indicated in job announcement.
 - Must be currently enrolled in an accredited undergraduate or graduate degree program in fall of 2024 with an expected graduation date of spring 2025 or later.
 - Must have and maintain a cumulative GPA of 3.0 or above on a 4.0 scale.
 - Students who successfully complete the program may be eligible for non-competitive conversion to a permanent position effective after graduation if all requirements have been met. Funding availability, mission requirements, and other factors may apply.
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How to Apply

To be considered for an interview, resume, transcript and essay must be received, **in one email**, by 11:59pm (Eastern Standard Time) **October 31, 2023**, and sent to DCSA.Recruiting4@mail.mil. When submitting application package, ALL APPLICANTS should put only the following information in the subject line of the email message: **Student Intern – Mission Support (DC, MD, VA, CA, MA)**. In the body of your email, you **MUST** list each job title and location in which you are applying from this announcement.

Example: You are applying for the Diversity, Equity, Inclusion, & Accessibility (DEIA) Specialist position in Quantico, VA, AND Stafford, VA locations. You are also applying for the Developmental Auditor in the Fort Meade, MD location ONLY. The body of your email should show:

Diversity, Equity, Inclusion, & Access (DEIA) Specialist – Quantico, VA, Stafford, VA
Developmental Auditor – Fort Meade, MD

Please note that this mailbox is specifically designated for this hiring event. Do not forward any additional information or submit inquires to this mailbox after October 31, 2023.