

## **Student Intern – Program Executive Office (VA, MD, PA), GG-0399-05/07**

Location: Multiple

Clearance: Secret and Top 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 Program Executive Office (PEO) Directorate**

The DCSA PEO oversees a portfolio of enterprise-wide information technology (IT) programs that unilaterally employ best practice methodologies for the development and delivery of innovative IT solutions, advancing DCSA's broad-spectrum National Security capabilities to better serve the DoD, the U.S. Government and cleared industry.

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### **Available Internships**

#### **Technical Research Analyst**

**Locations:** Arlington, VA

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Technical Research Analyst), you will research disruptive technologies to fill mission gaps. Collaborate with AI team on technology readiness. Collaborate with PM teams on operationalization strategies. Collaborate with TD team on AI education strategy.

#### **IT Specialist**

**Locations:** Fort Meade, MD; Boyers, PA; Quantico, VA

**Clearance:** Top Secret Clearance

**Summary:** The National Background Investigation Services (NBIS) is the federal government's one-stop-shop IT system for end-to-end personnel vetting — from initiation and application to background investigation, adjudication, and continuous vetting. NBIS is one consolidated system designed to deliver robust data protection, enhance customer experience, and better integrate data across the enterprise. We support various Background Investigations Enterprise Systems (BIES) within the BI process. As a Student Intern (IT Specialist), you will assist with projects, documentation, testing, and change management activities.

#### **Data Scientist - OTD**

**Locations:** Arlington, VA

**Clearance:** Secret Clearance

**Summary:** The Office of the Technical Director (OTD) provides the PEO with highly secure and consistent technical standards and capabilities that enable development of state-of-the-art mission

systems; seeks emerging innovative technical solutions to DCSA's mission challenges; and partners with industry to operationalize the best. OTD builds and leverages integrated technical capabilities that enable real-time consumption and re-use of big data across multiple DCSA missions. You will utilize existing skills and areas of interest to help DCSA evolve its data platform to utilize a data fabric approach to discovering, understanding, securing, consuming, and integrating enterprise data within data lake. Discussions, FOCI reviews, AA&E oversight, and weekly reports to HQ. Complete required training courses.

#### **Data Scientist – NISS**

**Locations:** Fort Meade, MD, Quantico, VA

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Data Scientist - NISS) in the National Industrial Security System office, you will support software development and deployment. Provide testing and deployment reports and track change implementation.

#### **Computer Scientist – OTD**

**Locations:** Fort Meade, MD; Arlington, VA; Quantico, VA

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Computer Scientist) in the Office of Technical Director, you will serve as a Developmental Data Scientist, Engineer, or Architect under the Office of the Technical Director (OTD) aligned to support one of the Program Managers (PM), supporting one or more of DCSA's missions. The individuals will be part of a team of AI developers seeking to discover, develop, and operationalize capabilities.

#### **Budget Analyst**

**Locations:** Quantico, VA; Fort Meade, MD

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Budget Analyst) in the Budget and Financial Management Acquisitions and Resources, you will be responsible for supporting Program Managers financial execution and budgeting efforts.

#### **Jr. Acquisition Program Analyst**

**Locations:** Quantico, VA; Fort Meade, MD

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Jr. Acquisition Program Analyst) in the Program Executive Office, you will Assist Senior Program Analysts with PEO/PMO process, program reviews, artifact development and assessments.

#### **Enterprise Service Delivery Program Intern**

**Locations:** Fort Meade, MD; Stafford, VA; Quantico, VA

**Clearance:** Secret Clearance

**Summary:** The student intern will assist the Enterprise Service Delivery (ESD) PMO with Product lifecycle activities, including but not limited to user story development, product baseline testing, change management coordination, and Operations & Maintenance (O&M). The intern will also have an opportunity to support DoD Risk Management Framework Cybersecurity activities.

#### **Program Analyst**

**Locations:** Fort Meade, MD; Quantico, VA

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Program Analyst) in the National Industrial Security System office, you will provide financial and requirements analysis, develop deployment schedules and work POM and budget artifacts

### **Change Management Analyst**

**Locations:** Fort Meade, MD; Quantico, VA

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Program Analyst) in the National Industrial Security System office, you will coordinate inputs and make recommendations for PM NISS application going to the change approval board

### **Service Support Officer**

**Locations:** Fort Meade, MD

**Clearance:** Secret Clearance

**Summary:** As a Student Intern (Service Support Officer) in the PEO Front Office, you will assist with and coordinate on PEO administrative support (task, facility, and logistics) requirements.

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### **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.

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### **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.

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### **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/>

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### **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.

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### 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](mailto: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 – Program Executive Office (VA, MD, PA)**. 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 Budget Analyst position in Quantico, VA AND Ft. Meade, MD locations. You are also applying for the IT Specialist in the Ft. Meade, MD location ONLY. The body of your email should show:**

Budget Analyst – Quantico, VA; Ft. Meade, MD  
IT Specialist – Ft. Meade, MD

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