

Volunteer Undergraduate Intern – Recruitment Team
U.S. Department of Justice
Office of Attorney Recruitment and Management

About the Office

The [Office of Attorney Recruitment and Management \(OARM\)](#) at the U.S. Department of Justice (DOJ) in Washington D.C., is a small and collegial office that advises Department officials at the highest levels on all issues related to law student and attorney employment, including recruitment, outreach and inclusion, program management, background investigations, and policy. OARM is seeking a volunteer undergraduate intern to work with its Recruitment Team.

OARM's Recruitment Team leads the Department's efforts in recruiting attorneys and law students to DOJ. The team manages key programs, is responsible for developing recruitment, outreach, and communication strategies, and serves as a resource for internal and external customers on all matters related to attorney and law student hiring policy. Through this position, interns will gain exposure to:

- the administration of high level and prestigious hiring programs;
- developing and implementing recruitment and outreach strategies;
- effective communication strategies and relationship building; and
- federal government service.

As the federal agency whose mission is to ensure the fair and impartial administration of justice for all Americans, the Department of Justice is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects the diverse experiences and perspectives of the American people, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our commitment to public service.

Job Description

The selected candidate will provide program and administrative assistance to the recruitment team, conduct online research, manage various databases, review and update website content, and other duties as assigned. The selected intern will receive training and mentoring from experienced professionals as they navigate their responsibilities.

OARM is seeking an intern who can work a minimum of 10 hours per week for a minimum of 10 weeks during summer 2024, with the possibility of extension through the academic year. The position will be in-person at our Washington, D.C. office location which is conveniently located near the Judiciary Square Metro Station.

Qualifications

To be eligible for this internship, candidates must be enrolled at least half time in an accredited undergraduate institution and considered in good academic standing. OARM seeks candidates with excellent interpersonal, communication, and organizational skills, good judgment, attention to detail, who are self-motivated team players, and interested in contributing to our mission. In addition, candidates should have experience with online research, technology, customer service, and data entry.

Application Process

To be considered for this internship, please submit your resume and a cover letter describing your interest in the position and your ability to contribute to our team to OARMposition@usdoj.gov, by 11:59 PM ET, Monday, April 1, 2024.

Salary: This position is a volunteer student internship and is uncompensated.

Number of Positions: 1

Travel: None

Deadline: April 1, 2024

Department Policies

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of race, color, religion, national origin, sex - including gender identity, sexual orientation, or pregnancy status - or because of age (over 40), physical or mental disability, protected genetic information, parental status, marital status, political affiliation, or any other non-merit based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full [EEO Statement](#).

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.

Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of [DPOCs](#).

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

Veterans: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or

Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, https://www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that their retirement was due to a permanent service-connected disability or that they were transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).