

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #008-2024	POSITION TITLE: Student Intern
POSITION GRADE & SERIES: HR Intern 0009	SALARY RANGE: TBD
OPENING DATE: March 20, 2024	CLOSING DATE: April 19, 2024
DURATION OF APPOINTMENT: Subject to duration of internship	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Human Resources Section 400 Sixth Street, NW Washington, DC 20001	NO. OF VACANCIES: One (1)

Job Summary

The Office of the Attorney General for the District of Columbia (OAG) seeks highly qualified undergraduate students to work as a Human Resources (HR) intern during the academic year and summer vacation. OAG's internship program provides students with a challenging experience that reflects the demands and rewards of public service.

This is an in-person position. The intern is expected to perform all duties in person at the Office of the Attorney General, located at 400 6th Street, NW, WDC. Telework or hybrid positions are not available. The days per week (M-F) are flexible, but candidates are required to be available for a minimum of 32 in-person hours per week for 8 weeks starting on May 20, 2024. Interns will be paid \$17.50/hour. Interns also have access to an on-site gym and bike locker.

Duties and Responsibilities

The intern will be assigned to the DC Office of the Attorney General, Immediate Office, Human Resources (HR) Section and will work closely with HR professionals.

Internships are unique and tailored to each student's needs, interests, and schedule. We will talk with you to learn about your interests, skills, experience, preparation, and training. After receiving the completed application and supporting documents, the internship coordinator will contact you to arrange a suitable placement that is mutually beneficial.

Qualifications and Education

Excellent oral and written communication skills. Strong interest in Human Resource issues and matters. In-depth working knowledge of Microsoft 365, including apps such as Excel, Outlook, and Word. Experience with Box.com (Box, Inc.) is preferred. Ability to work in a fast-moving, dynamic environment. Commitment to problem-solving and helping others.

To note, this posting is for Summer 2024 Undergraduate Intern positions with the OAG Human Resources Section. To be considered, interns must be available in-person for a minimum of 32 hours per week for 8 weeks starting on May 20, 2024. Interns also have access to an on-site gym and bike locker.

Licenses and Certifications

None

Work Conditions/Environment

Work is normally performed in a typical inside environment.

Other Significant Factors

Tour of Duty: Varies

Duration of Appointment: Subject to duration of internship

Salary Range: TBD

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

HOW TO APPLY: please submit:

- 1) Resume, 2) a cover letter that addresses your interest in the position, 3) three references (educational or professional).
- 2) Completed applications should be **submitted to Keya.Ross@dc.gov**. This post closes on Friday, April 19, 2024, but applications will be reviewed as received.