

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> #029-2025	<b>POSITION TITLE:</b> Student Intern
<b>POSITION GRADE &amp; SERIES:</b> HR Intern 0009	<b>SALARY RANGE:</b> \$17.50
<b>OPENING DATE:</b> February 12, 2025	<b>CLOSING DATE:</b> April 4, 2025
<b>DURATION OF APPOINTMENT:</b> Subject to duration of internship	<b>AREA OF CONSIDERATION:</b> Open to the Public
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Human Resources Section  400 Sixth Street, NW Washington, DC 20001	<b>NO. OF VACANCIES:</b> 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 19, 2025 or June 2, 2025. 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 2025 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 19, 2025 or June 2, 2025. 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:** \$17.50/hr

*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, a cover letter that addresses your interest in the position, and three references (educational or professional).
- 2) Completed applications should be **submitted to <https://app.12twenty.com/job-postings/35006704025922>**. This post closes on Friday, April 4, 2025, but applications will be reviewed as received.