

Office of International Affairs – Volunteer Intern Announcement

The **Office of International Affairs (OIA)** solicits applications from energetic, organized, and detail-oriented first-year (second semester), second- and third-year law students (L), undergraduate students (UG), and graduate students (G) to fill intern/extern openings. Unpaid positions are available during academic semesters and summers. Many interns/externs receive academic credit for their experience. OIA works with criminal prosecutors in the United States to secure the return of fugitives from abroad and to obtain from foreign countries evidence and other assistance (e.g. freezing of accounts and forfeiture of funds) needed in criminal investigations and prosecutions. OIA assists federal, state and local prosecutors and law enforcement agents pursuant to a network of bilateral and multilateral treaties and law enforcement agreements.

In turn, OIA assures that the United States meets its reciprocal obligations to foreign countries by responding to their requests for the extradition of fugitives and the production of evidence located in the United States. In addition to handling the thousands of international extradition and evidence gathering (mutual assistance) cases opened each year, OIA, with the Department of State, is responsible for the negotiation of law enforcement treaties, both bilateral and multilateral, needed to effect extradition and facilitate evidence gathering. When treaties come into force, OIA is responsible for working with treaty partners on an ongoing basis to assure the effective implementation of these important agreements.

Job Description:

Student interns are utilized by OIA's geographic and subject matter teams as follows:

- Team 2: Europe & Eurasia – (UG, G, L)
- Team 3: Mexico, Central America, Spanish-Speaking Caribbean – (UG, G, L)
- Team 4: Asia/Pacific, Africa, & The Middle East – (UG, G, L)
- Team 5: Canada, English-speaking Caribbean – (UG, G)
- Team 6: South America – (UG, G, L)
- Incoming Mutual Legal Assistance – (UG, G, L)
- Litigation and Legal Policy – (L)

Qualifications:

Junior and Senior undergraduate students, graduate students and first- year (second semester) only, second- and third-year law students are encouraged to apply. Undergraduate and graduate students with a strong writing background and an interest in international matters and criminal law may be particularly interested in these positions. Knowledge of a foreign language is desirable but not essential. United States citizenship is required. A background check and a drug test are part of the application process.

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Salary:

Student Volunteer (uncompensated). Academic or work-study credit possible.

Application Process:

Please apply by email and list on the subject line of the email the semester for which the internship is sought (W--Winter/Spring, S-Summer, F-Fall); student status (UG-undergraduate, G-graduate, L-law); Team Preference (per above), and any language(s) spoken. Please include the following:

- (1) resume (should reflect GPA and/or class rank);
- (2) short writing sample, 5 pp or less;
- (3) transcript(s); and,
- (4) at least two references who are familiar with the applicant's research, writing and organizational skills.
- (5) cover letter (optional)

Applications should be e-mailed to OIAIntern@usdoj.gov with the subject line filled out per above (e.g. S; UG; Tm 3; Spanish).

Application Deadlines:

Fall deadline: April 15

Winter/Spring deadline: September 30

Summer deadline: January 15

Applications are considered on a rolling basis.

Office Location:

U.S. Department of Justice
Criminal Division
Office of International Affairs
1301 New York Avenue, NW
Washington, D.C. 20530

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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 color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, on the basis of personal favoritism, or any other non-merit 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.

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 targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to resume@benderconsult.com and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at www.benderconsult.com [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). 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. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. Citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. Citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security

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requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered 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, 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 his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

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This and other vacancy announcements can be found under [Attorney Vacancies](#) and [Volunteer Legal Internships](#). The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.
