



Memorandum

To:

From: Matt Lesperance

Date: May 11, 2012

Subject: Please Publicize – Part-Time College Student Employment Opportunity

The United States Attorney's Office in Madison, Wisconsin, has a part-time, temporary employment opportunity for a student beginning in June 2012. This opportunity is open to students enrolled at least half-time in an accredited academic program. Students may work up to 20 hours per week during the school year, and up to 40 hours per week during breaks (including summer breaks), so long as funding and workload warrant continued employment, and so long as the student remains enrolled.

The duties of this position are primarily clerical and administrative in nature. The student will perform copying, typing, filing, answer telephones, running errands, stocking supplies, and other related administrative tasks. Although the hours have some flexibility, preferred candidates should be available to work a minimum of 15 hours per week. Pay for the position is \$11.95 per hour (GS 3 Level 1).

Due to the nature of matters handled by this office, students selected for employment will be subject to a full-field background investigation dating back to his/her 16th birthday. Students selected may also be subject to pre-employment drug testing. Due to costs associated with the background investigation and drug testing, candidates must be available for student employment for at least the next 12 months.

Interested students should submit a letter of interest, a resume, and a copy of his/her transcript (or a listing of classes completed and grades received). **The deadline for submitting application materials is Friday May 25, 2012.**

Interested persons should send their application materials, to Matt Lesperance, at the following email address: matthew.mal.lesperance@usdoj.gov