

Position Available: **Computer Systems Volunteer Student Internship**

United States Attorney's Office

Western District of Michigan

P.O. Box 208

Grand Rapids, MI 49501-0208

ATTN: Human Resources

Telephone: (616) 456-2404

E-mail: USAMIW.personnel@usdoj.gov

The United States Attorney's Office for the Western District of Michigan is primarily responsible for prosecuting federal crimes from acts of terrorism to public corruption, white-collar crime, organized crime and gang activities, internet-related crimes, and many other criminal acts. The criminal side of the Office consists of several divisions and units including: political corruption, securities and healthcare fraud, terrorism, narcotics, commercial fraud, government fraud, violent crimes, public protection, and appeals. Through its Civil Division, the Office is charged with defending agencies of the United States, enforcing regulatory agencies' authority, and recovering funds from violators of U.S. criminal, regulatory, and civil laws.

**Projected No. of
Volunteers:**

1

Internship Location(s):

Grand Rapids, MI

Application Materials:

Cover letter, resume, dates of availability, email address, and telephone number(s) where the student can be reached. Veterans should send a DD-214. **Please email all documents combined into one .pdf file USAMIW.personnel@usdoj.gov** . Post mail also accepted.

United States Attorney's Office
Western District of Michigan
Attention: Bailey Fetterley
P.O. Box 208
Grand Rapids, MI 49501-0208

Qualifications:

College students in an accredited program. Students who will graduate prior to or during the course of the internship are not eligible. **Must be a U.S. citizen.** A background check is required because of the sensitive nature of the work performed by the United States Attorney's Office. The background check requires substantial input from the candidate and results are returned after approximately four weeks.

Application Deadline:

April 2, 2021.

**Minimum Weeks
Required:**

10 weeks and 200 hours minimum

Salary:

Volunteer (without compensation) or for course credit.

Assignments:

The Computer Systems Volunteer Student Intern will join the Information Technology Team in the Administrative Division and will be responsible for providing a variety of general IT support services. Typical work assignments will include: providing user training and assistance on routine applications; installing, configuring, upgrading, and troubleshooting commonly used hardware and software systems; providing routine support to computer and information system users; assisting with SharePoint website design and maintenance; and providing assistance to staff members in using computer systems/laptops/mobile devices.

Web Site:

<http://www.usdoj.gov/usao/miw/>

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