

ANTITRUST DIVISION
U.S. DEPARTMENT OF JUSTICE
450 5th Street NW, Suite 3100
Washington, D.C. 20530
Telephone Voice: (202) 514-2469; Fax: (202) 514-0580
E-mail: ATR.RecruitmentApplications@USDOJ.GOV (Email Preferred)

Volunteer IT Specialist Intern

The Antitrust Division of the Department of Justice is offering unpaid internships to computer or library science students interested in gaining work experience in web development and design. Practicum opportunities are available for those with an interest in information architecture, technical writing, web requirements and structure, as well as usability and accessibility in a fast-paced organizational environment. The Antitrust Division works in the public interest to promote and maintain a competitive and productive American economy. The Division's work ranges over the entire spectrum of the U.S. economy. Mergers and civil enforcement cases affect the structure and performance of entire industries, and criminal enforcement detects and punishes white-collar antitrust crimes that rob American consumers.

The Web Services Section maintains the Antitrust Division's Internet and intranet sites, as well as a work product document bank. Staff post case filings and documents related to cases and investigations on these sites. Staff also design and develop new web pages and update existing pages on these sites. Additionally, staff ensure that the sites comply with web standards and guidelines, including guidelines for usability and accessibility. An intern would assist staff with day-to-day web site maintenance and projects that support the research capabilities, service, and outreach of our sites to Antitrust Division staff and the general public.

Projected No. of Volunteers: 4

Internship Location(s): Executive Office, Technology Directorate, Web Services Section, Washington, D.C.

Application Materials: Please submit a cover letter (including dates available), resume, and school transcript (unofficial). Application package should be sent via email with Volunteer IT Specialist Intern in the subject line and all attachments MUST be sent in Word or PDF format. Applications sent via email will receive an automated receipt response when the message and attachments are opened successfully. Please submit material to the attention of Andria Starks at ATR.RecruitmentApplications@USDOJ.GOV

Qualifications: Two (2) academic years of undergraduate education with a major in computer science or equivalent; Four (4) years of undergraduate education with a major or degree in library science or equivalent; one (1) year graduate-level education in computer or library science or equivalent; or superior academic achievement (GPA of 3.0 or higher undergraduate degree).

Must be a U.S. Citizen. Application Deadline: Until filled

Minimum Weeks Required: Six (6) Weeks

Salary: Volunteer (without compensation). Course credit is available depending on school requirements.

Assignments: Assists in developing and maintaining Internet and intranet pages; post daily content. Assist in making posted documents accessible, as required by Section 508; conduct usability and accessibility testing. Quality Control of large files; general Quality Control/Quality Assurance of material posted on web sites. Assist in Internet and Intranet redesign efforts.

Other Information: All applicants selected will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Appointment is also contingent upon satisfactory completion of a background investigation adjudicated by the Department of Justice.

Web Site: <http://www.justice.gov/atr>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.