

Position Available: **Civil Division Volunteer Student Internship – Fall**

**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](mailto: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. 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. 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.

**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](mailto:USAMIW.personnel@usdoj.gov)** . Post mail also accepted.

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Attention: Britni Michael  
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**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:** **May 20, 2022.**

**Minimum Weeks Required:** 10 weeks and 200 hours minimum

**Salary:** Volunteer (without compensation) or for course credit.

**Assignments:** The Civil Division Volunteer Student Intern will be responsible for providing a variety of general clerical support services. Typical work assignments will include: maintaining and updating calendars, assembling and organizing files and records for archiving, copying exhibit compilations, copying CDs and other media, file organization, and other duties as assigned.

**Web Site:** <http://www.usdoj.gov/usao/miw/>

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