

PROGRAM ANALYST INTERNSHIP

ABOUT THE U.S. TRUSTEE PROGRAM

The U.S. Trustee Program (USTP) is a litigating component of the Department of Justice whose mission is to promote the integrity and efficiency of the bankruptcy system for the benefit of all stakeholders—debtors, creditors, and the public. The USTP is a national program with 21 regions consisting of 89 field offices, and has broad administrative, regulatory, and enforcement authorities in bankruptcy cases, including chapter 7 and 13 consumer cases, family farmer chapter 12 cases, small business reorganizations, and complex chapter 11 corporate reorganizations.

OPPORTUNITIES

The USTP seeks to host program analyst interns during the spring 2025 session in the Executive Office for U.S. Trustees (EOUST).

We invite you to visit the USTP's Web site at [U.S. Trustee Program | Department of Justice](#).

DESCRIPTION

Supporting the Associate Deputy Director for Management (ADDM), program analyst interns will assist with analysis and administrative support work for the Executive Office (EO). Interns will work within a broad framework of established policy and regulatory guidance to assist in a variety of functional areas.

Program analyst interns may:

- Conduct extensive fact-finding or data analysis, then present and defend conclusions.
- Provide administrative and operational support to the ADDM and other EOUST management officials.
- Coordinate across multiple functional areas and serve as a point of contact for the EOUST.
- Evaluate existing, new, and emerging functional requirements of the Program.
- Conduct studies and prepare position papers on various issues.
- Prepare and edit a variety of memoranda, reports, and other written materials.
- Analyze proposed and existing policy directives to assure clarity and to avoid duplication or conflict. Develop appropriate corrective actions when necessary.
- Coordinate the development of briefing materials used by EOUST staff in presentations to other components, agencies, and professional organizations.

QUALIFICATIONS

Successful candidates will be recent graduates or current students attending an accredited college or university, preferably studying Accounting or a related field such as Business Administration, Finance, or Public Administration. The ideal candidate will have excellent research skills, show attention to detail, desire to work as part of a small team of professionals, and be committed to fairness and integrity in the administration of the bankruptcy system.

During the spring session interns must generally be able to commit a minimum of 10 hours per week for at least 10 weeks, from January through May. Interns must be available to work in-person in the Washington, DC office during their internship.

Prior to entry on duty, all interns must undergo a suitability determination based on information provided in their security forms, a credit report, and a fingerprint check. This process can take several weeks.

Applicants must be U.S. Citizens.

SALARY AND BENEFITS

This is an uncompensated internship. Academic credit and transit subsidies are available.

APPLICATION PROCESS

Applicants should submit a cover letter, resume, and any relevant transcripts and certifications via email to ustp.internships@usdoj.gov. **All documents should be in one PDF.**

The application period for the spring 2025 session ends on **August 30, 2024**. Applications will be reviewed as they are received, and positions may be filled prior to the final deadline.