



Internship Program 2015

DISTRICT OF COLUMBIA HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity #4 – Information Technology Directorate

Duration of Internship: June 1, 2015 – August 28, 2015

The District of Columbia **Homeland Security and Emergency Management Agency** (HSEMA) manages and coordinates the District’s unified prevention, protection, response, mitigation, and recovery efforts for all disasters, whether natural or man-made, that occur in the District of Columbia.

HSEMA is looking for highly-skilled graduate students and undergraduate students who are interested in homeland security and emergency management processes and how these practices protect life and property. Particularly HSEMA is looking for students interested in or majoring in the following fields:

- Emergency Management/Homeland Security
- Information Technology/Computer Science
- Public Administration/Policy
- Public Communication/Relations

As an intern you will have the opportunity to work for a dynamic agency that is nationally-recognized as a leader in homeland security and emergency management practices.

Position With: Information Technology (IT) Directorate

Description of Opportunity

- A) Assist HSEMA staff members with basic IT troubleshooting
- B) Provide assistance to the Lead IT Specialist with developing and managing an asset management tool for the agency
- C) Assist the Lead IT Specialist with ad-hoc research requests pertaining to technology used within the agency
- D) Provide technical support for planned and unplanned activations that occur during the internship period.
- E) **Must be available to work July 4, 2015**

Required/Optional Qualifications

- A) At least one year experience in an IT related field
- B) Excellent organizational skills
- C) Demonstrated problem-solving skills
- D) Must be a highly motivated self-starter

** Interns may be asked to work outside of normal business hours including weekends*

Learn more about HSEMA at www.hsema.dc.gov.

To **apply**, submit a cover letter and resume to hsema.internship@dc.gov indicating the particular Internship Opportunity being applied for in the email subject line by **May 22, 2015**.

NOTE: Applicants must be US citizens and are subject to a background check