

Fall 2009 Internal Revenue Service Internship Opportunity

Objective:

To intern for 15 weeks this fall with the Internal Revenue Service in Florence, Kentucky (part of the Cincinnati metropolitan area). The intern will be given the opportunity to express interest in any of several different projects within the agency upon arrival. A broad skill mix is preferred, and students of all majors will be considered.

Accepted students receive scholarships covering the cost of The Washington Center for Internship's program fee and housing fee for living in TWC's furnished housing facilities for the duration of their stay. Additionally, students will be provided with a stipend.

Qualified Candidates Will Possess:

- Knowledge of Microsoft Office Suite (Word, Outlook, etc);
- Ability to work well as a member of a team as well as lead;
- Strong work ethic;
- Evidence of community service or involvement;
- Strong written and oral communication skills; and
- 3.0 GPA or higher on a 4.0 scale, with preference given to students with a 3.5 GPA or above.

Application Requirements:

- US citizenship;
- Available for a fifteen-week period beginning September 2, 2009;
- Be currently enrolled in an undergraduate program of any major;
- As an undergraduate, **must** receive credit for participating in this program (if you have questions regarding this requirement, please contact katie.mckenzie@twc.edu);
- Good academic standing as defined by the college or university in which the student is enrolled;
- Demonstrated experience and/or strong interest in working for the federal government.

How to Apply:

Students should fill out an online application at <https://secure.twc.edu>. Students will be asked to create a login name and password. On the first page, they should select "Internship" in the drop down menu. On the second page, they should select that they are interested in Option 2, "Government Scholarship Programs". **Students are asked to fill out our Department of Commerce Application**, as we are currently in the process of updating our other application materials. There is no application fee for our Government Internship Programs. If students are prompted to provide payment information, they have selected the wrong internship application and should go back to page 2 to select "Government Scholarship Programs".

Deadline:

Applications will be considered on a rolling basis, and spaces will be filled as qualified applicants apply. Apply as soon as possible for priority consideration. Final deadline is **August 4th, 2009**.

Please contact Katie McKenzie at 202-238-7729 or Katie.mckenzie@twc.edu if you have any questions or concerns regarding this internship opportunity or the application process.