

**College Student Intern Program (CSIP)
(UNPAID)
Chief Data Officer (CDO)
Arlington, VA**

The United States Postal Service Office of Inspector General's (USPS OIG) mission is to promote integrity and accountability and prevent and detect fraud, waste, abuse and mismanagement.

For further information visit our website at:

<http://www.uspsoig.gov/general/about-us>

The USPS OIG is seeking students enrolled in college/university programs to fill our College Student Intern Program (CSIP) - (Unpaid) position on the Chief Data Officer (CDO) Team located in Arlington, VA. CDO drives organizational strategy, analytics, and performance. This includes, but is not limited to, gathering and analyzing data and reporting results and conclusions. The intern will provide a wide range of technical and administrative support to the CDO program, including conducting guided research and data collection, creating materials such as data sets to support projects and reports, and providing basic office assistance.

The USPS OIG sponsors a College Student Intern Program (CSIP) that offers college students an opportunity to gain meaningful work experience while earning college credits. The program is offered nationwide.

ELIGIBILITY REQUIREMENTS

CSIP opportunities are offered in partnership with colleges and universities that support such an activity as part of its degree program. If authorized by the student's college or university, course credits may be obtained if the intern receives an evaluation from the OIG that satisfies the student's college or university course credit requirements. Specific projects, with explicit goals will be agreed upon before the internship begins.

Must be proficient in the use of Microsoft Excel. Projects may involve data analytics, predictive analytics, data mining, statistics or optimization. Projects may require the use of tools such as SAS, SQL or R.

The internship may occur at any time during the calendar year. Student interns will not be paid during their internship. Student may apply to the CSIP even if their college or university does not participate in the CSIP; however, the student may not be able to receive course credit for this participation.

Only those candidates who meet all qualification and eligibility requirements and who submit a complete application package will be considered.

Must be a US Citizen

Must have a minimum of 30 semester hours or be listed as a sophomore, junior, senior, graduate student or law student

Must be in good standing with the college or university

Must be able to pass a drug screening
Must obtain and maintain a Minimum Background Investigation Clearance
Resume and College Student Intern Application (Attachment A)
Must submit a signed Educational Institution Agreement (Attachment B)
Must sign the Volunteer College Student Intern Agreement (Attachment C)
Must sign an Agreement for Non-Salaried Internship (Attachment D)
Must sign the Conflict of Interest and Non-Disclosure Statement (Attachment E)
Attachment G for additional requested documents

Submit your application package to Pamela Childress at pchildress@uspsoid.gov via email by **11:59 pm EST Thursday, January 28, 2016.**