



U.S. ELECTION ASSISTANCE COMMISSION
OFFICE OF INSPECTOR GENERAL
633 3rd Street NW, Suite 200
Washington, DC 20001

Intern, Office of Inspector General

U.S. ELECTION ASSISTANCE COMMISSION, OFFICE OF INSPECTOR GENERAL

The US Election Assistance Commission (EAC) is an independent bipartisan agency created by the Help America Vote Act of 2002 (HAVA). It assists and guides states and local election administrators in improving the administration of elections for Federal office.

The EAC provides guidance and technical assistance by dispersing Federal funds to states for replacement of voting systems and for election administration improvements, adopting voluntary voting system guidelines, and serving as a national clearinghouse and resource of information regarding election administration.

The Office of Inspector General (OIG) is an independent division of the EAC. The OIG mission is to safeguard the Federal investment in our electoral system by conducting objective and meaningful oversight. We do this primarily through audits, evaluations, and investigations.

DUTIES AND RESPONSIBILITIES

The EAC OIG is seeking an intern to perform a variety of activities in all areas of its operations. You will participate in various phases of the audit cycle such as planning, research, fieldwork, and report writing. You will assist with the operations of the Office of Inspector General. You will collaborate with the various other groups that support the OIG, such as external auditors, legal staff, and investigators.

Duties and responsibilities include but are not limited to:

- Participating in audit meetings and interviews;
- Researching applicable laws and regulations;
- Contributing to management briefings and presentations;
- Analyzing data; and
- Developing documentation to verify audit results and ensure accurate reporting of findings and facts.

You will acquire hands-on experience and gain enhanced skills, knowledge, and insight into the role of Federal agencies. The experience at this small OIG will offer résumé and skill-building opportunities as well as daily interaction with leadership.

Ideally, the intern will work on a 3-month program assignment that begins in January 2023. The appointment may be extended upon mutual agreement.



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QUALIFICATION REQUIREMENTS

To apply you must be:

- A U.S. Citizen;
- Currently enrolled or accepted for enrollment as a degree-seeking student and taking at least a half-time academic course load in an accredited undergraduate, graduate, or professional school;
- In good standing with an accredited institution; and
- Available to work at least 15 hours a week for the duration of the internship.

Successful applicants must have demonstrated achievement and aptitude, a professional demeanor, well-developed problem-solving skills, excellent writing ability, and the ability to work in a team environment. A background in accounting is a plus.

You may be required to go through a background investigation commensurate with your internship responsibilities.

COMPENSATION

\$15 per hour

HOW TO APPLY

Interested candidates must submit their resume with a cover letter and references by email to resumes@eac.gov. Although there is no closing date, interested applicants should submit their application materials as soon as possible for consideration. Interviews are anticipated to take place in December.

Please send application materials to resumes@eac.gov. Any questions, please email Robin Sargent, rsargent@eac.gov.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.