

**Job Title:**Cyber Internship Program

**Department:**Department Of Justice

**Agency:**Federal Bureau of Investigation

**Job Announcement Number:**S-GIP-2015-0002

**SALARY RANGE:** \$11.87 to \$21.38 / Per Hour

**OPEN PERIOD:** Monday, November 17, 2014 to Monday, December 8, 2014

**SERIES &  
GRADE:** GS-0303-04/07

**POSITION  
INFORMATION:** Excepted Service - Summer - 40 hours per week for at least 10 weeks School  
Year - 16 hours per month minimum

**PROMOTION POTENTIAL:**

07

**DUTY** MANY vacancies - FBI - Location Determined by the needs of the FBI, United  
States

**LOCATIONS:**

**WHO MAY**

**APPLY:** This vacancy is open to all Undergraduate (Sophomore to Senior), Graduate, or  
Post Doctorate Students enrolled and attending an accredited college/university  
full-time, pursuing a major in, but not limited to, Computer Science, Information  
Technology, Mathematics, or Engineering. The school must be accredited by one  
of the regional or national institutional associations recognized by the United  
States Secretary of Education.

**SECURITY** Not Applicable

**CLEARANCE:**

**SUPERVISORY** No

**STATUS:**

**JOB SUMMARY:**

[About the Agency](#)

Apply your Cyber education with the FBI. Are you responsible, motivated, a self started, and a team player? If so, this internship is for you! You will receive on the job training and exposure to national and international cyber investigations while working with a team of highly trained professionals in the most premier law enforcement and intelligence agency in the world. Interns studying in cyber-related information technology fields will have opportunities within the Cyber Division, Operational Technology Division, Security Division, Informational Technology Branch as well as working in Counterintelligence, Counterterrorism, and Criminal Intrusion matters with a nexus to National Security.

**THIS POSTING IS FOR APPLICANTS WITH CYBER BACKGROUNDS ONLY. THIS VACANCY IS BEING ADVERTISED CONCURRENTLY WITH ANNOUNCEMENT NUMBER S-GIP-2015-0006 ( <https://www.usajobs.gov/GetJob/ViewDetails/387134800> ), WHICH IS FOR THE GS 9 GRADUATE LEVEL STUDENTS ONLY. THOSE STUDENTS WHO WISH TO BE CONSIDERED FOR THE GS 9 MUST APPLY TO THE ABOVE VACANCY ANNOUNCEMENT NUMBER (PLEASE CLICK THE LINK ABOVE). APPLICANTS WHO DO NOT POSSESS A CYBER BACKGROUND WILL BE DEEMED INELIGIBLE.**

**\*For a list of degrees being sought, see the CURRENT NEEDS OF THE CYBER PROGRAM in the Duties section.**

**Location:** Please select the field office closest to where you will be residing for the summer. Continuance during the school year is based on a satisfactory rating from your supervisor and availability in the field offices. Please be advised that Headquarters assignments may require interns to work outside of the Washington, DC area. Transportation for these assignments are required.

**Working Hours:** 8:15am-5:00pm Monday-Friday

**Salary: (per hour)**

- GS 4 - \$11.87-\$15.42
- GS 5 - \$13.28-\$17.26
- GS 6 - \$14.80-\$19.24
- GS 7 - \$16.44-\$21.38

**All applicants must be in the United States during the time of preliminary processing, background process and the selection process. Those students who are selected for the position and are not in the U.S. during the initial processing will be disqualified.**

**RELOCATION AUTHORIZED**

- Yes
- All travel and relocation costs will be sole responsibility of the student.

**KEY REQUIREMENTS**

- U.S. Citizenship Required
- Must be able to obtain a Top Secret clearance OR a Top Secret-SCI clearance

---

**DUTIES:**

[Back to top](#)

## **CYBER INTERNSHIP PROGRAM:**

Interns will perform a variety of support such as:

- Conduct basic research and analysis for experts on high-tech crimes, including cyber-based terrorism, computer intrusions, online exploitation, and major cyber frauds
- Observe functions performed by experts to identify and investigate individuals or groups potentially involved in cyber threats
- Gather, evaluate and compile data and information to report and/or explain crimes of online fraud and everyday crime
- Address the cyber criminal threats,
- Provide strategic and field office operational support
- Assist with the development and implementation of various software analysis tools.
- Collaborate with various elements within FBIHQ, the intelligence community and international partners on mitigation strategies, produce intelligence products and provide administrative support.

Interns receive work assignments and experience designed to complement their academic course of study and orient the incumbent to the organization and its functions.

## **CURRENT NEEDS OF THE CYBER INTERNSHIP PROGRAM**

To be eligible for this posting, applicants must be pursuing a degree in at least one (1) of the following areas:

- Applied & Computational Mathematics
- Computer & Digital Forensics
- Computer & Information Security
- Computer Forensics and/or Digital Investigations
- Computer Information Systems
- Computer Information Technology Education
- Computer Security
- Computer Science
- Computer Engineering
- Cyber Security
- Database Development
- Digital Investigations Management
- Electrical Engineering
- Enterprise Computing
- Information Assurance and Security
- Information Science
- Information Management

- Information Security
  - Information Technology Management
  - Management Information Systems
  - Mathematics
  - Network and Telecommunications Management
  - Networking
  - Programming
  - Software Engineering
  - Web Development
- 

### **QUALIFICATIONS REQUIRED:**

[Back to top](#)

Due to the current critical needs of the Bureau, the Cyber Internship Program is seeking and limited to individuals who have Cyber related educational backgrounds. These individuals should be majoring in or possess degrees in a Cyber related field.

**Please see the list of degrees under the Duties section (*Current Needs for the Cyber Internship Program*).**

During the application process you will be asked to select the grade level for which you qualify, which will be verified during the selection and background process.

**All applicants must be in the United States during the time of preliminary processing, background process and the selection process. Those students who are selected for the position and are not in the U.S. during the initial processing will be disqualified.**

**GS- 2 academic years above high school**

4

(Associate's degree/Sophomore/ Junior)

(60 semester/90 quarter = 2 years of undergraduate education)

4 years above high school leading to a bachelor's degree

Or

a bachelor's degree

GS-

5 (120 semester hours/180 quarter hours)

1 academic year of graduate education (or law school), as specified in qualification standards or individual occupational requirements)

(An academic year of graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 academic year of full-time study.

GS-

7 (18 semester or 27 quarter hours)

**Please make sure your experience/requirement(s) can be identified in your resume.**

***Applicants must meet the qualification requirements by the time of hire.***

Must be enrolled in **full-time, degree seeking program** in a college or university that is accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education.

Must be classified as an Undergraduate (Sophomore to Senior), Graduate, or Post Doctorate Student **at the time of application** (*a participant cannot be scheduled to graduate before the program start date of June 1, 2015*). Note: For candidates transferring from a 2-year institution to 4-year institution or pursuing a post-graduate degree, a copy of your acceptance letter which states that you are enrolled and will be attending full-time is required. Please see Required Documents for more information.

Must have and maintain a minimum cumulative grade point average (GPA) of **3.0 or above** on a 4.0 scale and be in good standing with their academic institution. ***GPA's will not be rounded up.***

Must be able to participate for a term of at least 10 weeks or longer, 40 hours per week during the summer only (June 1,2015-August 7, 2015).

Candidates may continue to work in a field office, RA, or HQ during the school year for a minimum of 16 hours per month at the end of the 10 week summer program. The Personnel Recruitment Unit will be flexible with scheduling a start date for those students on a quarter system schedule.

Candidates must maintain eligibility qualifications and receive a satisfactory rating from supervisor. However, please be aware that your status as a paid intern during that time will be contingent upon budget allocation for fiscal year 2016. If internship funding is not available, you will be afforded an opportunity to continue as an unpaid volunteer intern.

#### **HOW YOU WILL BE EVALUATED:**

Must meet FBI Employment suitability standards, including policies regarding current and prior usage of illegal drugs, and must be able to pass a comprehensive background check, polygraph test, drug test, and personnel security interview (PSI).

Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the online assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. Your application will then be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Names of candidates in the best qualified category will be sent to the hiring official for employment consideration. Candidates within the best qualified category who are eligible for veteran preference will receive selection priority over non-veteran preference eligibles.

High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Additional details on the application process can be found at the "How To Apply" section of this

announcement.

**To preview questions please [click here](#).**

---

### **BENEFITS:**

[Back to top](#)

You can review our benefits

at:<https://jobs.mgsapps.monster.com/fbi/student/vacancy/preview!benefits.hms?orgId=8&jnum=63056>

### **OTHER INFORMATION:**

Applicants should keep their contact information updated on the USAJOBS registration page.

Candidates that are selected will be advised to complete a SF-86 (dating back to your 18th birthday), Questionnaire for National Security Positions and FD-979, Personnel Consent to Release Information.

Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.

(If applicable) Management has the prerogative to select at any grade for which this position has been announced.

Applicants must be U.S. citizens and consent to a complete background investigation, urinalysis, and polygraph. Only those candidates determined to be best qualified will be contacted to proceed in the selection process.

The FBI is in the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principal investigative arm of the DOJ. All FBI positions are in the excepted service.

For further information on how to claim veteran's preference please go to [Veteran's Preference](#)

For further information on how to claim veteran's preference please go to <http://opm.gov/veterans/html/vetguide.asp>

The FBI welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please contact the person on the extension provided above. The decision on granting reasonable accommodation will be on a case-by-case basis. The FBI is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit.

The FBI is an Equal Opportunity Employer and all qualified applicants will receive consideration for this vacancy. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, parental status, physical or mental disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.

---

## **HOW TO APPLY:**

[Back to top](#)

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. If applying online poses a hardship please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

**Step 1 - Establish an Account** On the USAJOBS Web site, select "MY USAJOBS" and click "Create Your Account Now." You will be prompted to provide contact information, establish user access information, and indicate your citizenship and veteran preference information. After entering this data, your personal page will be created. Here, you can choose to create a new resume or set up email notification agents to alert you to new positions posted to USAJOBS.

**Step 2 - Create and Store a Resume** To add a resume on USAJOBS, use the resume builder provided. There are four steps: Getting Started; Experience; Related Information; and Finishing Up. Resumes created on USAJOBS are saved and can be used to apply for any vacancy within the federal government. You can store up to five resumes on USAJOBS. You may need to customize your resume to ensure that it supports your responses to the online questionnaire.

**Step 3 - Apply Online** Click the "Apply Online" button on this announcement and then select the



resume you wish to submit with your application. You will be redirected to the FBIJOBS.gov website to complete the application process.

**Step 4 - Answer the Online Questions and Submit Your Application** If this is your first time on FBIJOBS.gov website, you will be prompted to register by answering questions related to your eligibility for federal employment. The system will save these responses and take you back to the main screen so that you can answer the job-specific questions. Click on the "Continue" button to answer the job-specific questions. You must answer all the questions and click the "Finish" button.

**Step 5 - Submit Required Documents** Click on one of the available options: Upload, USAJOBS, Fax, or Reuse existing documents, to submit required documentation. Follow the instructions provided.

**Step 6 - Review and Confirm Your Submission** Once you click "Done," you will see a summary of your application for your review. You may also generate a PDF version to print or save for your records. When you click "Finish" at the bottom of the page, you will then be directed back to USAJOBS where you can confirm that your application has been submitted and track your application status.

If you run into any technical difficulty during the on-line application process, please contact the USAJOBS helpdesk by clicking on "Contact Us" on any USAJOBS page.

#### **REQUIRED DOCUMENTS:**

**To apply for this position, the following documents are required to complete the application and must be submitted before the close of the application period (11:59 p.m. ET), unless otherwise noted:**

- Your resume (required) and cover letter (optional)
- A complete assessment questionnaire (required)
- FD-956 School Certification Form (required)
- For transferring candidates from a **2-year to a 4-year institution or continuing on to a graduate/post-graduate degree**: Submit a copy of your acceptance letter, with FD-956 School Certification Form, which states that you are enrolled and will be attending full-time **at the time of hire**.
- Program Term Acknowledgement Form (required)
- Current unofficial academic transcript (required) (*Transcripts or unofficial transcripts should be submitted from the candidate's last completed semester of school which indicates the cumulative GPA prior to the application date. An official transcript will be due prior to the start of internship.*)
- Written recommendation from Dean/Dept. Head or current professor (upon request)
- For Veteran's Preference: Your DD-214, SF-15, and a letter from the Veterans Administration

**All required documents must be properly uploaded and attached to the application before the closing date of the vacancy announcement. No required documents will be accepted via email, fax, or postal mail.**

#### **AGENCY CONTACT INFO:**

FBI Internship Team

Phone: 000-000-0000

Fax: 000-000-0000

Email: FBIRecruiting@ic.fbi.gov

*Agency Information:*

*DOJ/FBI*

*935 Pennsylvania Ave, N.W.*

*Washington, DC*

*20535*

*US*

*Fax: 000-000-0000*

**WHAT TO EXPECT NEXT:**

Applicants will receive a confirmation screen once the application is successfully submitted. Selecting Officials have up to 25 days from the date the certificate(s) of eligibles (BQ list) is generated. Applicants will be notified via e-mail, to the e-mail address registered in USAJOBS, once a selection(s) is made. Applicants may check the status, edit application/resume and view/generate fax coversheets accessing MYUSAJOBS.

1. Enter your user name and password.
2. Click on the tab 'Applications' to reach the USAJOBS on-line application history screen.
3. Locate the appropriate announcement/position and review the information in the next to last column to see your status.
4. View/Generate Fax Coversheets - Click on the tab 'Applications'. Locate the appropriate announcement/position and under the status column click on 'More Information'. This will take you to a page to view/generate fax coversheets.