

Volunteer Internship Program

Are you interested in gaining valuable experience in federal law enforcement? Come join the Social Security Administration (SSA), Office of the Inspector General (OIG), Office of Investigations (OI)!

Each year the OI receives and investigates thousands of allegations of fraud, waste, abuse, and mismanagement in the SSA programs and operations. These allegations may involve benefit fraud, SSN misuse, violations by SSA employees, or fraud related to grants and contracts. Our investigations often result in criminal or civil prosecutions. Our work in the areas of program fraud, enumeration fraud, SSN misuse, and employee misconduct ensures the reliability of SSA programs and their future operations. This office serves as the OIG's liaison to the Department of Justice (DOJ) on all matters relating to the investigation of SSA programs and personnel. OI also conducts joint investigations with other Federal, State, and local law enforcement agencies.

Job Description:

Investigative Analyst (UNPAID)
Full time or part time positions available

Duty Location:

2 vacancies – Grand Rapids, Michigan

Job Summary:

You will work alongside special agents as a team member to manage, analyze, evaluate, and summarize evidence connected with SSA program fraud, waste, and abuse. You will identify areas that indicate potential problems requiring additional examination and investigation for violations of state and federal statutes.

Manage day-to-day operations of one or more complex investigative projects, including researching applicable federal and state criminal statutes. Conduct case analysis to gather factual information from multiple sources, including medical records, social security disability claims and assessments, court documents, and witness testimonies.

You may have the opportunity to attend various training seminars on a variety of law enforcement related topics.

Qualifications:

1. You must be a U.S. citizen
2. You **MUST** be enrolled either part time or full time in an academic course of study in an accredited 4 year program, or in a post-secondary level program.
3. Currently maintaining at least a 3.0 GPA on a 4.0 scale.
4. Have very strong organization and communication skills, and be detail oriented.

5. Have a working knowledge of computer applications such as Microsoft Word, Microsoft Excel, and WordPerfect.
6. Have excellent writing, reading and interpersonal skills and be able to organize a variety of assignments simultaneously and meet tight deadlines.
7. You **MUST** be able to successfully complete a background security investigation before you can be appointed into this position.

How to Apply:

Submit the following documents by **January 1, 2014** via email to: oig.oi.chi.gr@ssa.gov

1. Resume
2. Responses to the following Knowledge, Skills, & Abilities (KSA):
 - Describe your ability to be proactive by taking advantage of opportunities and doing more than required.
 - Describe your ability to gather relevant information and identify issues or problems. Describe how you organized the information, compared data from different sources, considered alternatives and identified the most appropriate course of action.
 - Describe your ability to plan ahead, determine priorities, establish schedules and manage deadlines. Describe how you have effectively managed competing priorities, multi-tasked and achieved the necessary outcomes.
 - Explain how you are able to assimilate and apply new information or knowledge in a timely manner. Indicate your high level of interest in learning and your resourcefulness and innovativeness in acquiring knowledge. Include your attempts at self-improvement.
 - Describe how you have worked effectively as part of a team or group to reach an objective, your ability to respect the needs and demands of other team members, and to make a valuable contribution.