Social Security Administration

Street Address: 3112 Constitution Drive, Springfield, IL 62704

Phone number: 877-326-0108 x 29119   Fax number: 217.862-6679

Email Address: joan.fafoglia@ssa.gov

Agency Contact: Joan Fafoglia, Assistant District Manager

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
We are an agency of the federal government that administers the retirement, survivor, and disability programs of Social Security and Supplemental Security Income.

Internship or Job Description
Social Services Internship

   Administrative duties
   Inventory controls
   Organizational representative payee site reviews

   Case reviews to update eligibility data

Basic student learning anticipated
Working for our company will give a student broad experience in administration of federal government social programs. We work with diverse populations and interface with other government agencies to ensure proper disbursement of funds to each client. Because of our location in Springfield, we also work closely with the State of Illinois.

Hours per week: Up to 40

Number of weeks: 16

Position Available: Spring, Summer, Fall

Unpaid

Date: 01/02/13