U.S. Secret Service – Springfield, IL Resident Office

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Phone number: 217/726-8453  Fax number: 217/726-8430

Email Address: Rebecca.mathis@ussdhs.gov

Agency Contact: Becky Mathis

How should students apply?

It is requested that Student Intern Applicant apply through www.usjobs.gov; include a cover letter, resume, an essay of no more than 2 pages indicating your background, interests, goals, and reasons for wanting to participate in the internship, and at least one letter of reference.

Apply early to increase your chances of being accepted.

U.S. Secret Service – Careers Driven by Integrity

The United States Secret Service culture is represented through the agency’s five core values: justice, duty, courage, honesty and loyalty. These values, and the Secret Service adage “Worthy of Trust and Confidence,” resonate with each man and woman who has sworn to uphold these principles. Not only do these values foster a culture of success, but they also hold each person to the highest standards of personal and professional integrity.

Because our highly-trained workforce is one of our greatest assets, we empower each individual to realize their full potential and more. The Secret Service offers career growth and opportunities to make your future as dynamic and rewarding as it can be. Those who are dedicated, driven by integrity and welcome unique challenges often find that the Secret Service is a perfect match.

Internship or Job Description

The student intern will have an opportunity to assist/observe U.S. Secret Service employees with:

- Investigative procedures associated with the nation’s financial infrastructure.
- Set up and implementation of protective visits in the Springfield, IL Resident Office district.
- Court hearings and learn basic legal procedures.

Conducting administrative work will be necessary. General knowledge of office procedures and basic computer skills are preferred. Highly motivated, enthusiastic candidates are encouraged to apply.

Hours per week: 12 (min.) – 30 (max.) hours/week

Number of weeks: 1 Semester (14 weeks), 2 quarters, or a summer session

Position Available: Fall (Apply by 5/1), Spring (Apply by 9/1), Summer (Apply by 1/1)

Unpaid

Updated January 2015