U.S. SECRET SERVICE

Street Address: 3161 W. White Oaks Drive, Springfield, IL 62704
Phone number: 217-726-8453
Agency Contact: Becky Mathis

Where to apply? www.usajobs.gov, Vacancy Announcement for Student Volunteer

Key Requirements:
- U.S. citizenship is required
- Must be at least 16 years of age
- Successfully complete Pre-Employment Background Investigation
- Actively enrolled at least part-time in an accredited institution
- 2.5 or higher on 4.0 GPA scale

Key Required Documents:
- Resume
- Current Unofficial Transcript
- Proof of Enrollment (Ensure applicant name and name of school is visible)

General Description of agency
The U.S. Secret Service is a federal law enforcement agency. We have both an investigative mission, as well as, a protective mission.

Internship or Job Description
This internship will be unpaid
General Office administration tasks
Compiling data regarding investigative cases
Observing court proceedings

Basic student learning anticipated
Working for our agency will give a student experience in the daily operations of federal law enforcement agency.

Hours per week: 20
Number of weeks: Up to one year
Position Available: Possible Summer, Fall