

## Public Affairs Student Employment Program (Fall 2015)

**INTRODUCTION:** The Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR), located in Arlington, Virginia is looking for an energetic, enthusiastic, and exceptional student intern who is interested in learning about government oversight and the reconstruction efforts in Afghanistan. To learn more about SIGAR's oversight mission in Afghanistan, visit our website at [www.sigar.mil](http://www.sigar.mil). The student intern will be assigned to the Director of Public Affairs. The student intern will be employed on a part-time basis for the fall and potentially spring semesters, depending on the individual's school schedule.

**WHO MAY BE CONSIDERED:** To be eligible for this internship *ALL* of the following requirements *MUST BE MET*: (1) U.S. Citizen; (2) able to pass a background investigation; (3) registered in the Selective Service (as required); (4) actively enrolled as a degree-seeking student – at the minimum – at an accredited educational institution; (5) possess a GPA of 3.0 or higher on a 4.0 scale; and (6) maintain student eligibility and enrollment throughout the duration of the appointment (7) and be able to commit an average of 12-16 hours a week at a minimum. *Graduated students will not be considered for this internship beyond his/her graduation date without proof of future enrollment in an accredited education institution.*

**POSITION TO BE FILLED:** SIGAR will be filling the position for the Office of Public Affairs.

The Public Affairs Office is responsible for news media, social media, external website, marketing activities and inquiries from the public about SIGAR. The position is especially well-suited to students who are focusing their studies in, or have an interest in, journalism, public relations, or communications and international affairs. Duties for the position will include assisting the public affairs team with all components of their work, with a focus on social media responsibilities. Ideal candidates will have a familiarity with social media, particularly Twitter and Facebook, as well strong writing and communication skills. The ideal candidate will also have an interest in international relations, development, government, and/or oversight. Additional technical skills, particularly Microsoft Office Suite, Adobe Creative Suite, as well as familiarity with web analytics are preferred.

**SALARY RANGES.** Salaries for SIGAR's Student positions are based on completed education or a combination of education and experience. Salaries typically range from \$25,364 to \$52,668 per annum (\$12.15 to \$25.24 hourly).

**APPLICATION REQUIREMENTS.** Applicants must submit a cover letter, resume, and transcripts, and must clearly state *ALL* of the following, or the application will *not* be considered:

- Country of citizenship
- Anticipated graduation of current degree, or acceptance of future enrollment

**SUBMISSION OF APPLICATION.** Applicants should email all documentation with “**Student Employment Fall 2015**” in the subject line to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) by October 28, 2015.