



Office of the Inspector General

SOCIAL SECURITY ADMINISTRATION

LAW ENFORCEMENT INTERNSHIP PROGRAM

POSITION ANNOUNCEMENT

DIGITAL FORENSICS AND ANALYSIS DIVISION, OFFICE OF INVESTIGATIONS SOCIAL SECURITY ADMINISTRATION OFFICE OF THE INSPECTOR GENERAL

Are you interested in intelligence and analysis, digital forensics or cyber investigations and gaining valuable experience in federal law enforcement? Come join the Social Security Administration (SSA) Office of the Inspector General (OIG), Office of Investigations (OI), Digital Forensics and Analysis Division (DFAD) as an intern!

Our OI receives thousands of allegations of fraud, waste, abuse, and mismanagement in Social Security programs and operations each year. These allegations may involve benefit fraud, Social Security number misuse, employee violations, or grants and contracts fraud. Our team of federal agents investigate these allegations, often resulting in criminal and civil prosecutions. Our investigative analysts, digital forensics examiners, and interns provide investigative support to our agents as part of the investigative process and play an important role in helping us meet our mission. We also collaborate with the Department of Justice (DOJ), Federal Bureau of Investigations (FBI), Department of Homeland Security (DHS) and other federal, state, and local law enforcement partners on investigative matters.

JOB DESCRIPTION:

Full-Time or Part-Time
Intern (UNPAID)
College Credits or Non-College Credits

OFFICE:

Digital Forensic and Analysis Division
Digital Forensics Unit or
Intelligence and Analysis Unit

DUTY LOCATION:

Nationwide – Remote Assignments

JOB SUMMARY:

You will work alongside federal agents as a team member to manage, analyze, evaluate, and summarize information and digital evidence connected with criminal and civil investigations involving fraud, waste, and abuse of the SSA's programs. You will be assigned and expected to manage day-to-day operations of one or more complex investigative projects, including researching applicable federal and state criminal statutes. You will conduct intelligence and analysis to gather information from open-source intelligence, and records obtained from investigative requests and/or legal process. You will gain on-the-job training and learn best practices and principles with intelligence and analysis, digital forensics, and cyber investigations.

You may have the opportunity to attend various law enforcement training courses and seminars on a variety of law enforcement related topics, including intelligence and analysis, digital forensics, and cyber investigations.

QUALIFICATIONS:

You Must...

1. Be a U.S. citizen or non-citizen, provided that the student volunteer is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed.
2. 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. The program must be relevant to intelligence and analysis, digital forensics, cyber investigations, and/or criminal justice.
3. Be currently maintaining a 3.0 or higher GPA on a 4.0 scale.
4. Have very strong organization and communication skills and be detail oriented.
5. Have a proficient working knowledge of computer applications such as Microsoft Word, Excel and Outlook.

6. Have excellent writing, reading, and interpersonal skills and be able to organize a variety of assignments simultaneously and meet tight deadlines.
7. Be able to successfully complete a background security investigation before you can be appointed to this position.

APPLICATION DEADLINES:

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|--------------|--------------------------|
| Summer Term: | December 1 st |
| Fall Term: | March 15 th |
| Winter Term: | August 1 st |

*The internship coordinator may waive the application deadline requirement. Please apply and indicate which term(s) you are interested in applying for.

APPLY:

Submit the following documents via email to:

oig.oι.digital.forensics.unit@ssa.gov

1. Resume.
2. Unofficial Transcript.
3. Letter from college advisor showing enrollment status at the college.