



**Department of the Treasury, Departmental Offices
2011 Fall Volunteer Internship Program
Washington, DC**

Open: Monday, August 15, 2011

Closes: Friday, August 29, 2011

Selected volunteers will be notified by September 9, 2011

The **2011 Fall Volunteer Internship Program** is designed to give students a unique opportunity to witness and contribute to the Department of the Treasury's vital mission of “managing the U.S. Government’s finances effectively, promoting economic growth and stability, and ensuring the safety, soundness, and security of the U.S. and international financial systems.”

The Departmental Offices (headquarters) of the Department of the Treasury is seeking undergraduate and graduate students for an unpaid internship in Washington, DC. in the following offices:

- ✓ **Domestic Finance**
 - Advises and assists in areas of domestic finance, banking, and other related economic matters. It develops policies and guidance for Treasury Department activities in the areas of financial institutions, federal debt finance, financial regulation, and capital markets.

- ✓ **Community Development Financial Institutions Fund (CDFI Fund)**
 - Created to expand the availability of credit, investment capital, and financial services in distressed urban and rural communities.

- ✓ **Economic Policy**
 - Reports on current and prospective economic developments and assists in the determination of appropriate economic policies. The office is responsible for the review and analysis of both domestic and international economic issues and developments in the financial markets.

- ✓ **Legislative Affairs**
 - The mission of the office of Assistant Secretary for Legislative Affairs is to advise the Secretary on congressional relations matters in order to assist in the formulation of policy and determining the overall direction of the Department. The Office serves as the principal contact and coordinator for all Department interaction with the Congress and the Congressional Relations offices in the White House and other Departments and agencies.

- ✓ **Management/CFO**
 - Responsible for the internal management and policy of the Department in the areas of **budget, planning, human resources, information and technology management, financial management and accounting, procurement, privacy, records, and administrative services** to Departmental (Headquarters) Offices.
- ✓ **Office of Financial Stability (OFS)**
 - Works to improve financial market liquidity and promote market stability through implementation and management of the Troubled Asset Relief Program (TARP).
- ✓ **Tax Policy**
 - Develops and implements tax policies and programs; reviews regulations and rulings to administer the Internal Revenue Code, negotiates tax treaties, provides economic and legal policy analysis for domestic and international tax policy decisions. It also provides estimates for the President's budget, fiscal policy decisions, and cash management decisions.
- ✓ **Terrorism and Financial Intelligence (TFI)**
 - Develops and implements U.S. government strategies to combat terrorist financing domestically and internationally, develops and implements the National Money Laundering Strategy as well as other policies and programs to fight financial crimes.

Successful candidates are current undergraduate and graduate school students who have outstanding academic credentials and possess a desire to learn about government and public policy. Selected volunteers must be skillful in organization, analysis, research and writing, and have the ability to work both independently and collaboratively. This is a 14-week program from September 12 – December 19, 2011. (U.S. Citizenship and basic background check are required.)

To apply, please send your resume, transcript (unofficial is acceptable at this point), and a cover letter identifying up to two (2) Treasury offices (as described above) for which you would like to volunteer. Candidates will only be referred to the two offices which are indicated in the cover letter.

Please send application materials to: **studentemployment@treasury.gov**. Please place “Fall Volunteer Program” in the subject line of your email. Due to the high level of interest, we will not be able to respond to individual requests for information. Candidates will be directly contacted by DO program offices for interviews and as stated above, selected volunteers will be notified **by September 9, 2011**. For more information on the Department of the Treasury, please visit our website at: www.treasury.gov.