



U.S. Department of the Treasury
Office of the Chief Information Officer, Planning and Management
Positions For: Management and Program Analyst
GS-9/12 (\$51,630-\$97,333)
Washington, DC

The U.S. Treasury Department's Student Career Experience Program is designed to give graduate students a unique opportunity to witness and contribute to the crucial role the Department of the Treasury plays promoting economic growth through Information Technology (IT).

We are currently seeking **Management and Program Analyst** candidates for positions in Washington, DC at Treasury's **Office of the Chief Information Officer (OCIO)**, to support the agency's IT strategy and associated planning and management. OCIO has Department-wide responsibility for the direction and development of Treasury's IT strategy, management of IT investments, and leadership of key technology initiatives.

The **Management and Program Analyst** would provide analysis of Treasury's \$3 billion IT investment portfolio. The analysis presents objectively based information and recommendations in support of planning, development, and managerial decision-making among Federal agencies and Treasury bureaus/offices. Duties include performing research and analysis against federal and agency-wide IT objectives; developing organized tabulated, graphical, and written documents; producing project work products; and coordinating and participating in IT project oriented events.

We are looking for current graduate school students who are majoring in Information Technology Management, Engineering Management, Technical Communication, Applied Statistics or Mathematics, Computer Science, and Engineering. The candidate should have an interest in the growth of a technical project budget, organization, and management. The candidate must possess proficient skill using office productivity tools and web-enabled collaboration applications.

The candidate takes initiative and does not require micro-management, be able to interact with the point-of-contact from Treasury bureaus, and have outstanding oral and writing skills. The candidate must have the ability to work independently and be able to work as an effective team member. It is preferable the candidate has experience participating in research projects, or experience in technical project development, budget, organization, and management.

To apply please send your resume, a cover letter describing your interest in Treasury Office of Chief Information Officer- Planning and Management Office, current/past transcripts, a synopsis of the background to research projects or tasks you've worked on, as well as the names of three references.

Please send application materials to: studentemployment@treasury.gov with "Technical Communications Specialist" in the subject line.

For more information on the Treasury Department or Office of Chief Information officer, please visit:
www.treasury.gov.