



WHITE HOUSE INITIATIVE ON HISTORICALLY BLACK COLLEGES AND UNIVERSITIES

CALL FOR SPRING 2017 INTERNS!!

The White House Initiative on Historically Black Colleges and Universities (WHIHBCU) is looking for motivated undergraduate, graduate and professional students to join our team in spring 2017! An internship with our office is a great opportunity to learn about our initiative and get exposed to some of the innovative ideas shaping the nation's HBCUs.

The WHIHBCU is housed inside the U.S. Department of Education (ED) in Washington, D.C. ED interns working in the WHIHBU office will have the opportunity to make meaningful contributions in support of the Department's mission to promote student achievement and preparation for global competitiveness by fostering educational excellence.

The initiative accepts interns in the fall, winter/spring, and summer. Typically interns are with the Department for eight to ten weeks (some can stay shorter or longer depending on circumstances).

Activities for ED WHIHBCU Interns

In addition to the opportunities and events hosted by the WHIHBCU, students are encouraged to participate in ED-sponsored intern events, such as:

- Brownbag lunch series with senior ED officials.
- Tours of D.C. landmarks.
- Professional development and resume-writing workshops.
- Social activities.

The Application Process

While the WHIHBCU cannot provide compensation or housing for the internship program, all interns are eligible for Metro Transit benefits to cover transportation to and from work. Students receiving outside funding (such as a grant) or school credit for the internship are encouraged to apply.

Eligibility

In order to apply to intern at ED WHIHBCU, students must:

- Be at least 18 years of age.
- Attend an accredited educational institution, including but not limited to: junior college, college, university, or graduate school.
- Be enrolled not less than half-time in a college or university.

A recent graduate is ineligible to apply unless he/she can provide confirmed proof of future enrollment.



How to Apply

While we are recruiting for Spring 2017 interns, applicants can also apply now for Summer or Fall terms. Applicants should send the three documents below in one email to oswhi-hbcu@ed.gov with the subject line Internship and term; making sure to specify exactly what term (fall, winter/spring, summer) you are applying for. Example Internship: Spring 2017

- A **cover letter**, stating your particular interest.
- An up-to-date **resume**.
- A completed copy of the Internship **Application Form**.

Submissions Deadlines

Winter/ Spring

Dates of Program: January/ February/ March / April

Submission Deadline: December 20, 2016

Summer

Dates of program: May/June through July/August

Submission Deadline: March 1, 2017

Fall

Dates of program: September through December

Submission Deadline: June 30, 2017

Interested? Then check out the requirements below.

- Applicants must be fluent English speakers with excellent writing skills.
- Applicants must have successfully completed their first year of university/college.
- Applicants must be able to work from home (or school/workplace).
- Applicants must be able to dedicate 15 hours per week; the schedule is flexible, but you must be reachable Monday through Friday.
- Basic experience with on-line blogging platforms such as: Facebook, Twitter, or Photoshop
- Basic experience with office applications such as: Word, Outlook, Excel
- Basic administrative experience. Intern must be able to professionally answer calls, set up meetings and aid in the facilitation of outreach events and internal projects.

If you think you have what it takes, please fill out the attached application form and send it along with your resume and cover letter. **Spring** intern applications are due **Monday, December 20th** to oswhi-hbcu@ed.gov. We will contact potential candidates (*and only potential candidates*) for follow-ups and additional information.