Student Volunteer Opening  
U.S. Department of Housing and Urban Development  
Office of the Secretary

The U.S. Department of Housing and Urban Development’s (HUD) Office of the Secretary (OSEC) seeks student volunteers for full or part-time positions for one or more semesters.

Office of the Secretary  
The Office of the Secretary oversees the formulation of housing and urban development policy and coordinates with HUD program and support offices as well as the White House and other federal agencies to further HUD's mission.

Position Description  
Student volunteers will: gain a first-hand perspective of how the agency functions and interact with other government entities; have an opportunity to interact and build relationships with senior staff; and have a wide array of assignments and programming that provide room for growth.

Interns working in the Office of the Secretary, specifically the White House Liaison’s office, work with the senior staff to support the daily operations and long term agenda of the agency. The tasks an intern completes each day will vary widely depending on what is needed by the White House Liaison and Deputy White House Liaison. Generally these tasks focus on:

- Processing and updating sensitive operational reports to the White House and handling internal documents that must be brought up to date weekly.  
- Creating briefing memos and schedules for new and current appointees.  
- Organizing OSEC electronic databases and files.  
- Assisting with the vetting and onboarding of new agency appointees.

The role may grow and change depending on the priorities of OSEC and the student volunteer’s abilities. The student volunteer should also expect to work in collaboration with a variety of HUD offices, including senior staff.

Requirements:
- 18 years of age or older  
- U.S. Citizen  
- Enrolled in a degree seeking program or 1 year post graduation

Duration:  

Location: Office of the Secretary, HUD Headquarters, 451 7th Street SW, Washington DC
TO APPLY:

Send a cover letter and resume to Ashwani.K.Jain@hud.gov by (and on a rolling basis)