

Undergraduate Internship Program

U.S. Department of Transportation

Office of Inspector General

Opportunities Each Quarter (Fall, Winter, Spring, Summer)

*Put your career in motion with the program awarded
“Internship of the Decade” UCLA in 2005*

The Program

- **Intern-oriented**
- **Internships are full-time and typically only two interns are accepted each quarter, so apply early**
- **Non paid internship with transit benefits available to and from the office**
- **Work projects given that are related to field of study and career goals**
- **Possibilities to further academic interests**
- **Introduces interns to DC through various excursions of their choosing**
- **Provides insight into government functioning and affairs**
- **Opportunity to observe legal hearings**
- **Work directly with lawyers in the Office as well as Congressional and Public Affairs Professionals**

The OIG and Office of Legal, Legislative and External Affairs

The mission of the Office of Inspector General is to provide independent review and oversight over the U.S. Department of Transportation’s programs and operations. Our legislative mandate also includes investigating Departmental employees or contractors who engage in wasteful or fraudulent criminal activities or who otherwise abuse the public trust.

OIG’s work is regularly cited in national and regional print and broadcast media outlets. Some of our high-profile issue areas include Amtrak, aviation and railroad safety, hazardous material transportation, fraud involving federal highway or transit funds, and airline customer service.

The OIG’s Office of Legal, Legislative, and External Affairs handle the legal and external affairs of OIG operations and activities. In regards to external affairs, we function as the primary point of contact for members of Congress and their staff, media, and the public on inquiries related to OIG programs, products, and services.

Intern Duties May Include:

- Prepare correspondence for stakeholders on Capitol Hill
- Update distribution lists to media and congressional/federal leaders
- Assist in distribution of weekly reports to the Secretary and the White House
- Provide research support to lawyers
- Attend meetings, organize files, and other administrative duties
- Complete special projects using search engines such as Vocus, LexisNexis, Westlaw, Thomas, CQ and GPO
- Redesign new employee orientation booklet
- Interview and help select the next quarter's interns
- Observe and/or cover several hearings on Capitol Hill in such committees as the House Transportation and Infrastructure, House Appropriations and Senate Commerce, Finance and Transportation committees
- Update the department's website postings
- Work on legal cases and litigation

The Location and Mailing Address

The Department of Transportation (DOT) is located at:

U. S. Department of Transportation
1200 New Jersey Ave SE 7th Floor
Washington, DC 20590

It is Metro accessible from the Navy Yard stop off the green line.

Contact Info

We invite students that are interested to contact Elizabeth Kopp (UCLA '08) with any questions. All applicants must be current students. To apply, please email your resume with a short cover letter to Elizabeth Kopp.

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