Positions and Location  Investigative Analyst Multiple Vacancies Nationwide

Vacancy Announcement Number 16CE3-CIX0035-0000-00-VP

Opens: 2/22/2016, Closes: 2/26/2016
Your application may be referred to a selecting official for consideration in date order of application. Applicants will be considered on an as needed basis based on the time, and date that applications are received until all student volunteer opportunities are filled.

THIS ANNOUNCEMENT WILL BE POSTED TO THE USAJOBS WEBSITE AT:  http://www.usajobs.gov
DON'T WAIT! CREATE YOUR RESUME NOW and UPLOAD YOUR TRANSCRIPTS! @ http://www.usajobs.gov

Student Volunteer Service Summary
• IRS provides an opportunity for students to enrich their educational aspirations
• Gives students early career experiences to guide them in making future vocational choices
• Student is not entitled to any benefits such as sick or annual leave, health/life insurance, transportation subsidies, or payment of any kind from the IRS

Duration of Program
12 weeks during summer 2016 (June 13th through Sep 9th) with possibility to extend up to six months

Duties
As a Student Volunteer, you will: Assist Special Agents and other personnel, Perform investigative research and analyses, plan and complete work assignments on time, collect and analyze relevant information, prepare quality draft documents, communicate relevant and accurate information, clearly and concisely during formal or informal meetings, collaborate with others to accomplish goals, contribute to team efforts, use various enterprise tools and technology to prepare and share documents and other duties as assigned

Eligibility
• Must be a U.S. citizen
• Must be enrolled at least half time in an accredited college/university
• Must maintain student eligibility and enrollment throughout the duration of the program
• Must have completed at least 60 undergraduate semester (90 quarter) hours from an accredited college/university
• Must be majoring in Criminal Justice or business related fields (Accounting, Taxation, Finance, Banking, Economics, Business Law, Law)
• Must pass an interview
• This position requires students to complete a pre-employment background check that will include fingerprinting, drug testing and a tax check to ensure they are fully tax compliant.

College Credit
Students can work with their college/university to determine if they are eligible for college credit for this assignment

Written Agreement (MOU)
• Required between the IRS, the school and the student volunteer
• Will include description of the program
• Defines the responsibility of the IRS, the school and the student volunteer
• Will include description of duties
• Will include tour of duty (i.e., number of hours and days of the week)