

CONGRESSIONAL BUDGET OFFICE

Management, Business, and Information Services Internships

The Information Resource Management and Technology Services Unit in the Management, Business, and Information Services Division seeks a summer intern with a strong work ethic to be part of a 12-person IT group performing desktop computer support and related assignments. Duties include installing hardware and software, troubleshooting and resolving problems, and working on a special projects.

Qualifications:

- Students who are beginning their junior or senior year in 2017 year will be considered. Candidates working toward a graduate degree in information technology, computer science, or a related field are preferred.
- Experience or training in troubleshooting MS Office and Windows 7 and 10 issues is required.
- Experience installing and maintaining applications in various environments (Window Server, VMWare, Apple OS, VPN, and Citrix) and experience working as part of an IT help desk are desirable.
- Candidates should be able to handle multiple tasks simultaneously and complete projects under tight deadlines.
- Strong communication and interpersonal skills are a must.
- Be able to work independently and as a part of a team.

Salary and Benefit:

This is a temporary position that is expected to last approximately 14 weeks between May and August of 2017. Applicants should expect to work a 40-hour week, but an alternate schedule may be considered. Housing and relocation expenses are not provided. A local transportation subsidy of up to \$255 is provided. The hourly salary ranges from \$14 to \$25 an hour based on educational attainment and related experience.

Veterans who qualify for the Veteran's Preference should complete the CPP's Veterans' Preference Eligibility Form and submit it with their supporting documents requested on the form to veoa@cbo.gov or by fax to (202)225-7539 within two weeks of applying or no later than the deadline specified for positions with deadlines. This program does not have a deadline. The program will stop taking applications when a sufficient number of applications have been received.

How to Apply

Please submit a cover letter, resume, unofficial transcripts, and contact information for two references online at www.cbo.gov/careers. Incomplete applications will not be considered.

Contact

Nancy Fahey or Angela Smart, Washington, D. C. 201-266-2628. careers@cbo.gov