FBI VOLUNTEER INTERNSHIPS PROGRAM

FBI Los Angeles is offering several unpaid volunteer positions to qualifying students. The Los Angeles office is located on Wilshire Blvd. and Sepulveda in West Los Angeles.

DUTIES:

- A variety of office support functions, including but not limited to, assisting with investigative squads
- Responding to inquiries on routine matters
- Reviewing and disseminating mail
- Receiving visitors and answering incoming telephone calls
- Record searches
- Other administrative duties as assigned

QUALIFICATIONS:

- 16 years of age or older
- Enrolled at least half-time in a local qualified academic institution
- Grade Point Average of 2.5
- United States Citizen
- Pass a background investigation, polygraph and meet or exceed FBI policy regarding drug use
- Must be able to volunteer for 10 weeks (one full semester or summer break)
- Work as little as 10 or up to 40 hours per week

HOURS:

- Flexible. Daily, evening and week-end hours are available.

The program requires a minimum commitment of 10 weeks. Completed applications must be received at least 4 months in advance of the start date to be considered.

Apply at www.fbijobs.com. Complete & print out SF-86, DOJ 555, and FD-979 and mail to either Pamela Stewart at FBI Los Angeles, 11000 Wilshire Blvd., Los Angeles, CA 90024. The forms can be located on the left side of the screen under Background Investigation.

Please contact (310) 996-3937 for further information.