



FEDERAL BUREAU OF INVESTIGATION UNIVERSITY HIRE PROGRAM CAREER OPPORTUNITIES

Are you a college student or recent college graduate interested in an entry level GS7/GS9 position in Washington, DC and various Field Offices throughout the country? The Federal Bureau of Investigation, University Hire Program (UHP) representatives are in search of diverse, highly motivated, and talented students who are interested in joining the FBI.

Qualifications

All candidates must meet the following qualifications:

- U.S. citizen
- Overall GPA of 3.0 or higher
- Currently be enrolled in college pursuing an undergraduate or higher level degree with an anticipated graduation date between December 2011 and May 2012, or
- Have received an undergraduate or higher level degree within the past 2 years (no later than May 2010), or
- A Veteran who received an undergraduate or higher level degree within the past 6 years (no later than May 2006)

If you are a student, a recent college graduate, or veteran who meets the minimum qualifications and interested in working for the nation's premier law enforcement intelligence agency, don't delay, visit www.fbijobs.gov/college for program information and a list of school's the FBI is visiting. If you attend one of the school's that we are either visiting or submitting an online posting to, you **MUST** submit through your school's career website. For those students who do not attend one of the listed schools, he/she can submit a resume through www.fbijobs.gov/college under the Campus Visit Schedule page (link on right side of page). The website will accept resumes now through **Friday, October 21**. *No paper or email resumes will be accepted.*

Agency Description

The Federal Bureau of Investigation (FBI) is a law enforcement and domestic intelligence agency, made up of more than 32,000 employees, charged with protecting and defending the United States against terrorist and foreign intelligence threats; upholding and enforcing the criminal laws of the United States; and providing leadership and criminal justice services to federal, state, municipal, and international agencies and partners.

When you join the FBI, you join the FBI family. Our employees feel a strong sense of commitment, both to each other and to the mission of the FBI. Working for the FBI is like no other career choice you have ever explored. It is challenging. It is exciting. It is rewarding. And every day you have a chance to serve your country.

Career Opportunities

Typical entry level positions include, but are not limited to:

Budget Analysts

An FBI Budget Analyst's duties vary from one day to the next depending on the budget cycle. This position assumes accountabilities related to the Bureau's finances, budgets, expenditures, and more. You may be involved with developing, analyzing, or executing budgets (impacting resources allocations, future financial estimates, etc.) • preparing data in support of the budgetary cycle • analyzing and comparing budget estimates for variations • and making recommendations to upper management regarding a number of issues including transfers and reallocation of funding. Communication and leadership skills are essential in properly mediating interdivisional conflict over resources. *(All Majors Accepted)*

Forensic Accountants

As a vital member of today's FBI, you will rely on your expertise in the identification, examination, and analysis of financial data associated with white collar crime, counterterrorism, organized crime, counterintelligence, and cyber crime, in order to help solve high priority cases. You will be planning, coordinating, and directing examination in the financial aspects of investigations in cooperation with case agents, prosecuting attorneys, intelligence analysts and foreign, federal, state, and local law enforcement agencies; as well as collaborating with lead investigators in gathering evidence, preparing affidavits, and executing search warrants. *(Majors: Accounting, Finance)*

HR Specialists

Your involvement will focus on our most precious asset: our people. You may be involved with employee relations, benefits, compensation, and/or staffing • consult with executives regarding strategic planning • counsel employees about benefit programs, coverage, and options • conduct research relating to career development, training, and selection systems • and develop and deliver training for employees at all levels.

(All Majors Accepted)

I.T. Specialists

Maximizing the most advanced technologies is a key priority of the FBI. Your accountabilities may encompass overseeing/implementing computer systems and network operations (daily administration, maintenance, ongoing support) • serving as a technical and informational resource to users • installing, configuring, and troubleshooting LAN/WAN components • diagnosing and resolving network issues • ensuring that information security policies are applied • and more. *(Majors: Computer Engineering, Computer Science/IT, Management Information Systems)*

Management Analysts

Contributing to our efficiency and our culture of achievement is certainly an important role. You may collect, review, and analyze information in order to make recommendations to management • conduct research to identify and evaluate areas of improvement that have a direct impact on FBI operations • utilize surveys, interviews, and quantitative data to prepare statistical analysis reports • and participate in briefings related to study findings and recommendations.

(All Majors Accepted)

Mission Support Specialists

As a Mission Support specialist you will provide a broad range of administrative services in functional areas that cover the full spectrum of work that includes, but is not limited to: contract administration, purchasing, travel, transportation administration, inventory management, invoicing, space planning and coordination, copier and printing services, records and funds management. *(All Majors Accepted) (Position is located in Field Offices)*

Personnel Security Specialists

Our professionals in this role perform security assessment investigations from inception to completion. They also provide recommendations for security decisions. Accountabilities may include initiating/performing FBI checks to obtain information relative to subjects in cases • conducting periodic reinvestigations • reviewing/analyzing FBI investigative files to determine an individual's security risk • and conducting personnel security interviews, security briefings, and related activities. *(All Majors Accepted)*

Physical Scientist (Forensic Examiners)

This role within the FBI contributes to virtually every type of case and investigation. Your scientific skills and detailed approach will be highlighted as you examine evidence submitted in connection with criminal or civil cases involving federal jurisdictions. Accountabilities include selecting appropriate methods and procedures for performing analyses • preparing specimens for DNA examination • and maintaining comprehensive laboratory notes to identify/document evidentiary material, testing performed, methods used, and results obtained. *(Majors: Biology, Chemistry, Physics)*

Staff Operations Specialists

This position interacts directly with Special Agents and Intelligence Analysts, assisting with cases of all types and levels. Typical duties include, but are not limited to: providing direct support to investigations and related activities by analyzing and researching intelligence data • running initial database checks • assessing linkages between cases • drafting briefings, memos, and regular case updates. *(All Majors Accepted)*

Disqualifications

- Conviction of a felony
- Use of illegal drugs in violation of the FBI drug policy:
 - Have you used marijuana at all within the last three years?
 - Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all in the past 10 years?
 - Have you ever sold, distributed, manufactured, or transported any illegal drug?
 - Have you ever used any prescription drug or used a legally obtainable substance in a manner for which it was not intended within three years (36 months) preceding the date of the preliminary application for employment?
- Default on a student loan (insured by the U.S. government)
- Failure of an FBI-administered urinalysis drug test
- Failure to register for the Selective Service System (for males only)

Applicants should visit the FBI career website (www.fbijobs.gov) and review details of the background investigation process and strict employment requirements prior to submitting a cover letter and resume for consideration.

Non-Discrimination Statement

The Federal Bureau of Investigation is an Equal Opportunity Employer and all qualified applicants will receive consideration for these positions. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of, color, race, religion, national origin, political affiliation, marital status,

physical or mental disability, age, sex, sexual orientation, membership or non-membership in an employee organization, personal favoritism, or other non-merit factors.

Veteran Preference Statement

The FBI is subject to the statutory requirement to follow the veteran preference provisions of Title 5 U.S.C