

Washington/Baltimore High Intensity Drug Trafficking Area (HIDTA) Program Student Internship

Internships bridge the gap between the academic and professional worlds, making it easier to transition into a career. Nearly 70% of internships result in a full time job offer with W/B HIDTA or one of its participating agencies. Being a HIDTA intern is an exciting and rewarding experience that offers students the opportunity to develop valuable relationships with their colleagues and industry professionals.

This remarkable experience will help students get their foot in the door with law enforcement, criminal justice and drug treatment agencies across the state and Nation. Many of our interns have gone on to jobs in law enforcement and with the intelligence community. Most have earned advanced academic and professional degrees.

POSITION SUMMARY

The W/B HIDTA will provide undergraduate and graduate internships, paid, unpaid, or a stipend, to students for the fall, spring and/or summer semesters. Interns will work primarily in our Greenbelt, Maryland office. Interns assigned to the W/B HIDTA may be assigned to the Investigative Support Center (ISC), the Drug Prevention Unit, or the Network Operations Center (NOC).

RESPONSIBILITIES

Interns assigned to the **Investigative Support Center (ISC)** will work side-by-side with intelligence and geospatial analysts to develop tactical, strategic, and operational criminal intelligence; assist in major drug trafficking investigations by collecting and collating data; conduct communications and social media analysis; contribute to the preparation of intelligence reports, link charts, association matrices, trends and pattern analyses, bulletins, and potential officer safety concerns, as well as other specialized reports and graphic presentations; design and create court exemplars; and research criminal justice and drug treatment issues. Interns will also receive training in the use of cutting edge analytical software and work with sensitive data.

Interns assigned to the **Drug Prevention Unit** will support the program manager with planning, implementation, and evaluation of evidence-based substance use prevention programs and strategies; represent W/B HIDTA at collaborative meetings in HIDTA designated counties; serve as a liaison to funded initiatives to include site visits and hosting committee meetings; provide administrative support in the form of conducting prevention research, preparing meeting agendas, minutes, and reporting the impact of prevention initiatives.

Interns assigned to the **Network Operations Center (NOC)** will work side-by-side with IT professionals on various tasks, including but not limited to, database administration tasks which could include scripting and ETL processing, programming tasks using the Agile/SCRUM framework, assisting with website design and development, answering Help Desk phone calls and working with the Service Desk program to assist end users with various IT needs.

REQUIRED QUALIFICATIONS

- Must be enrolled in a college or university as an undergraduate, graduate, or post-doctoral student
- Have and maintain a 3.0 cumulative grade point average (GPA) or better at the time of application and throughout the internship program
- Work well with others and have strong interpersonal skills
- Follow good judgement and decision-making skills
- Proficiency with Microsoft Office Suite and internet navigation
- Ability to communicate effectively orally and in writing
- Ability to think critically, analytically, and problem solve
- Flexibility and adaptability
- Have initiative and be self-motivated
- **All interns are required to pass a Law Enforcement Sensitive Clearance background check and complete a drug statement**

PREFERRED QUALIFICATIONS

If applying for the **Investigative Support Center (ISC)** internship:

- Ability to prepare graphs, charts, tables, maps, and other illustrative materials
- Proficiency with popular statistical analytic software
- Proficiency in the use of crime analysis and geospatial software
- Exhibit a passion for intelligence work
- Knowledge of the Intelligence Cycle
- Knowledge of federal regulations regarding the collection and dissemination of intelligence information (28 CFR, part 23)

If applying for the **Drug Prevention Unit** internship:

- Familiar with public health, human services and/or social sciences
- Knowledge of evidence-based strategies to prevent drug use
- Knowledge of quantitative and qualitative data collection
- Knowledge of comprehensive action planning models
- Desire to partner with community stakeholders
- Passion for building healthy, thriving neighborhoods

If applying for the **Network Operations Center (NOC)** internship:

- Background in IT or GIS, specifically:
 - Programming Skills
 - Familiar with different programming languages
 - Familiar with the Agile/SCRUM Framework
 - Computer Skills
 - Basic PC repair skills
 - Basic PC operation skills
 - Familiar with Windows networks
 - GIS Skills
 - Database scripting
 - ETL experience

APPLICATION INSTRUCTIONS

To apply for an internship with the W/B HIDTA, please send a cover letter which explicitly describes your experience and proficiency in the outlined qualifications and includes your preference for internship placement, as well as your resumé and current transcript to jscherer@wb.hidta.org.

INTERNSHIPS FREQUENTLY ASKED QUESTIONS (FAQs)

1. Application and Selection process:

- a. Selection and interview
- b. Final selection and conditional offer
- c. Background investigation
- d. Start date

2. How long does the application and selection process take?

This process varies for each applicant but you can expect this to take at least 30 days.

3. Who will be my Point of Contact during the application process?

The GMU-HIDTA Program Coordinator, Amber Scherer, will be your Point of Contact during the application process. She can be reached at jscherer@wb.hidta.org or 443-936-9688.

4. If I have taken illegal drugs in the past, am I still eligible for an internship with the W/B HIDTA?

Prospective interns will be required to submit a drug statement indicating their past and present drug history. Any use of illegal drugs within the past three years will make you ineligible for an internship.

5. Do I need to be a U.S. Citizen? No.

6. Do I need a car?

Interns must have their own transportation to work in Greenbelt, MD. Additionally, individuals working with the Investigative Support Center and the Drug Prevention Unit may be asked to drive to various locations around the Metro DC Region.

7. What is the dress code for work?

Men should dress in business suits, sport jackets and slacks, shirts and ties. Women should dress in business dresses, business suits, pant suits and professional blouses.

8. May I take any days off during the internship?

Yes, but you will not be paid for your leave.