

VIRGINIA DEPARTMENT OF VETERANS SERVICES INTERNSHIP PROGRAM



Our mission at the Virginia Department of Veterans Services (DVS) is to serve Virginia's veterans, members of the Virginia National Guard, Virginia residents in the Armed Forces Reserves, and their family members, by ensuring they receive timely transition, employment, and education assistance; benefits; behavioral health care; long-term care; and the recognition they have earned through service to our country and the Commonwealth. Our strategic priority is to make Virginia the most veteran friendly state in the nation.

The agency is organized into seven service delivery sections to include benefits, veteran and family support, veterans' education, transition and employment, care centers, veterans' cemeteries, and the Virginia War Memorial. In addition to Virginia's veterans, the agency also provides supportive services to military spouses, dependents, and survivors.

Interns will gain a unique opportunity to serve our veteran community, learn about our programs, explore career interests and develop and build a professional network of resources across the agency and the Commonwealth. Individuals selected will have the opportunity to apply classroom knowledge to on-the-job experience and collaborate with a professional team on projects that encourage innovation, technology, and service.

INTERNSHIP PROGRAM FAQs

What internships are available at VDVS?

Intern positions are available based on department need. Positions may be available in all seven service delivery sections as well agency operational support departments including administration, finance, information technology, communication, and public policy.

What is the eligibility requirement?

Undergraduate or graduate students currently enrolled in an accredited college or university program. Candidates must be eligible for employment in the United States.

What majors would be helpful in pursuing an internship position with the agency?

We are interested in interns with the following majors:

- Public Administration, Public Policy, Political Science
- Business, Economics, Finance, Accounting, Analytics
- Information Technology, Computer Science
- Communications, Journalism, Marketing
- Psychology, Sociology, Human Resources

What is the duration of the internship program?

Summer internships will cover a period of 8 weeks, dates are approximately May 23, 2022 through July 15, 2022. Program dates may be extended depending on funding.

Are the internships paid?

Yes. Internships are paid summer wage positions. Participants will work up to 30 hours a week for an eight week period earning \$15.00 per hour. Additional hours may be granted depending on individual department business needs.

How do I apply?

Students may apply online for VDVS internships through the Commonwealth of Virginia's website at www.jobs.virginia.gov.

Prospective candidates must submit a complete application packet by Friday, April 29, 2022. A complete application packet includes:

- A completed Commonwealth of Virginia State application form
- Resume and cover letter addressing why you are interested in working for VDVS and include at least three learning goals relevant to the internship.
- Transcripts with GPA (unofficial will be accepted)

What documents are required for academic credit?

Students will need to provide their program internship requirements to the agency, if applicable to include the number of hours required, number of credits received upon completion of internship, specific program related learning goals if the program dictates, required assignments or projects, and permission from the academic advisor to participate in the internship.

What is the selection process?

Application packets will be reviewed and candidates will be selected for either an in-person or virtual interview. Selected candidates will be informed of their selection by the hiring manager in May. Upon conditional offer of employment, students must complete a background check prior to their first day. Selected candidates will be required to complete an I-9 form and provide documentation of identity for employment purposes.

AVAILABLE POSITIONS

VDVS is currently recruiting for the following intern position this summer:

Communications Intern (W0060) – The Communications Department is seeking a student majoring in communications, journalism, marketing, or related field. Duties include providing support for state campaigns, outreach programs and other communications initiatives. The intern will also conduct research, contact the media, and develop content for the agency webpage, Facebook, LinkedIn, Twitter, e-newsletters, news releases, and support the Communications Director. The necessary skills required for the successful candidate include good writing skills, AP style writing and news release format, editing photos and videos. Basic knowledge of Microsoft Office programs, including Word and PowerPoint. The intern may be asked to travel and participate in local events throughout Virginia.

<https://virginiajobs.peopleadmin.com/postings/274800>

Finance Intern (W0061) – The Finance Department is seeking a student majoring in business, economics, finance, accounting, analytics, or related field. Duties include expanding the Agency Risk Management and Internal Controls Programs (ARMICS) to be inclusive of the entire agency and all regulatory requirements in addition to the accounting and internal control requirement. The necessary skills required for the successful candidates include good communication and writing skills, analytical, time management skills, detail oriented, and self-directed. Proficiency in Microsoft Office programs, including Word and Excel. Interns will work with agency leadership on projects.

<https://virginiajobs.peopleadmin.com/postings/274966>

Education Intern (W0062) – The Women Veteran Program is seeking students majoring business, economics, finance, accounting, analytics, or related field. Duties include survey development, data collection, and analysis support for women veteran needs assessment and program initiatives. The necessary skills required for the successful candidate include good communication, time management, data collection, survey development, detail oriented, and self-directed. Basic knowledge of Microsoft Office programs, including Word, Excel and PowerPoint. The intern may be asked to travel and participate in local events throughout Virginia.

<https://virginiajobs.peopleadmin.com/postings/274970>

Education Intern (W0063) – The Virginia State Approving Agency (SAA) is seeking a student majoring in business, public administration, public policy, or related field. Duties include managing the On-the-job Training and Apprenticeship Program and enroll veterans and other eligible persons seeking education and training benefits from the U.S. Department of Veteran Affairs under the Montgomery and Post 9/11 GI Bills. Provide administrative support on unique projects. The necessary skills for the successful candidate include good communication and time management skills, planning and analytical skills, interpreting regulations, detail oriented, self-directed, and the ability to collaborate with business owners and operators.

<https://virginiajobs.peopleadmin.com/postings/274973>

Education Intern (W0064) – The Military Education and Workforce Program is seeking a student majoring in business, public administration, public policy, or related field. Duties include veteran management and workforce pathway creation, project management, and support for the SkillBridge program. Interns will work with state transition coordinators, workforce managers, and V3 employers. The necessary skills for the successful candidate include good communication and time management skills, planning and analytical skills, detail oriented, self-directed, and the ability to collaborate with managers and employers.

<https://virginiajobs.peopleadmin.com/postings/274974>

Education Intern (W0065) – The Virginia Military Survivors and Dependents Education Program (VMSDEP) is seeking students majoring in business, public administration, public policy, or related field. Duties include serving as the first point of contact for inquiries related to the program. Interns will work with program managers and coordinators. The necessary skills for the successful candidate include good communication and time management skills, planning and analytical skills, detail oriented, self-directed, and the ability to collaborate with managers and veteran families.
<https://viriniajobs.peopleadmin.com/postings/275029>

Education Intern (W0066/W0067) – The Virginia Values Veterans (V3) Program is seeking two (2) students majoring in business, public administration, human resource management, communications, marketing, or related field. Duties include assisting with V3 partner development, serving as the first point of contact for program engagement, certification processing, and partner recruitment. Candidates may support survey analytics, needs assessment, and data collection efforts. The necessary skills required for the successful candidate include good communication, public speaking, time management, planning, analytical skills, detail-oriented, self-directed, and the ability to collaborate with various types of potential stakeholders.
<https://viriniajobs.peopleadmin.com/postings/275034>

Information Technology Intern (W0068) (Cybersecurity) – The Information Technology Department is seeking students majoring in information technology, computer science, or related field. The intern will join the agency IT Security and Risk Management Program with a focus on cybersecurity. Duties include assisting with the implementation of the NIST policy, developing recommendations on process tailoring, participating in and documenting process activities. The intern will also monitor and conduct quality assurance reviews and assess IT security compliance with policies, procedures and standards. The necessary skills required for the successful candidate include an understanding of enterprise computing such as IT security concepts and technologies, Windows OS, Networking, DNS, Active Directory, account/group permissions, and troubleshooting, knowledge of systems configuration and management of firewalls, IDS, EDRs, SIEMs, and scripting, ability to perform independent analysis and distill relevant findings and root cause related to incident response, problem management & security threats, good communication and presentation skills, self-directed, and the ability to collaborate in a team environment.
<https://viriniajobs.peopleadmin.com/postings/275042>

Information Technology Intern (W0069) - The Information Technology Department is seeking students majoring in information technology, computer science, or related field. The intern will join the agency IT development team. Duties include internal and facing web and mobile applications using cutting-edge open source frameworks to highly available RESTful services. The intern will provide technical expertise performing in-depth ASP.NET Core, AngularJS, SQL Server agile software development and analysis. Additional responsibilities include implementing superior solutions and perform initial unit and integration testing to validate solution. This includes developing, maintaining, and supporting web applications using Microsoft ASP.NET Core, AngularJS, CSS, HTML, IIS, AWS RDS SQL Server database. The necessary skills required for the successful candidate include ability to perform independent analysis and distill relevant findings and root cause related to incident response, problem management & security threats, good communication and presentation skills, self-directed, and the ability to collaborate in a team environment.
<https://viriniajobs.peopleadmin.com/postings/275046>

Benefits Intern (W0070) - The Benefits Department is seeking students majoring in psychology, sociology, social work, public administration, public policy, or related field. Duties include assisting agency Veteran Service Administrators and Representatives prepare and track claims for veteran benefits and supporting documentation; scheduling outreach events; and conducting data collection and analysis activities. The necessary skills for the successful candidate include good communication and time management skills, planning and analytical skills, detail oriented, self-directed, and the ability to collaborate in a team environment. The intern may be asked to travel and participate in events throughout Virginia.
<https://viriniajobs.peopleadmin.com/postings/278808>

ADDITIONAL INFORMATION

For additional information about the Virginia Department of Veterans Services internship program,
email VDVSIternships@dvs.virginia.gov or contact Antoinette Johnson at (804) 225-4185.