



**HHS's Office of Global Affairs
OGA Volunteer Internship Program Policy and Procedure**

General Guidelines

HHS's Office of Global Affairs (OGA) offers non-paid internships for interested undergraduate and graduate students during the summer, fall or spring semesters. As an OGA intern, you can expect to work on substantive projects, develop professional skills, and benefit from the personal attention of a mentor.

Purpose of Internship Program

The primary purpose of the OGA internship program is to give students an opportunity to learn about HHS's global programs, policies, and practices first-hand. Interns will strengthen their skills and knowledge related to global health and international health and social policy.

Intern Qualifications

All Interns must:

- Be at least 18 years of age on or before the first day of the internship.
- Have completed at least two semesters of college education.
- Be a current undergraduate or graduate student attending a college or university in the United States, or have just graduated in the same year of the Internship.

Time Commitment

- Summer interns will be expected to work Monday-Friday during normal business hours. The length of the summer commitment is negotiable with your direct supervisor.
- Fall/Spring interns are expected to work at least two days a week. While this may be flexible, hiring preference will be given to those who can devote greater time to the internship.

How to Apply

To apply please contact OGA at globalhealth@hhs.gov. While there is no application deadline, given the small size of the office, positions fill quickly.

1. The subject line for your email should be "Internship application."
2. In the body of your email, please indicate whether you are applying for a Summer, Fall or Spring internship position.
3. Include in the body of the email:
 - Your Name
 - Contact information, including email and phone
 - Current school/program
 - Proposed start date and length of internship
4. Attach your resume and a cover letter expressing your objectives for the internship.

Selection

Interns will be selected based on their application and demonstrated interest in global health. This may include:

- Academic excellence;
- Demonstrated interest in and knowledge of global health issues
- Personal maturity;
- Previous work experience and skills; and
- The anticipated benefits for the candidate.