

*The mission of the U.S. Department of Health & Human Services (HHS) is to enhance and protect the health and well-being of all Americans. We fulfill that mission by providing for effective health and human services and fostering advances in medicine, public health, and social services.*

## **SUMMER STUDENT INTERNSHIP OPPORTUNITY**

### **Children and Youth Policy Division, U.S. Department of Health and Human Services**

Office of the Secretary / Assistant Secretary for Planning and Evaluation / Office of Human Services Policy

The Assistant Secretary for Planning and Evaluation (ASPE) seeks summer student interns to work within the Office of Human Services Policy, Children and Youth Policy Division on policy research activities. ASPE is the principal advisor to the Secretary of the U.S. Department of Health and Human Services on policy development.

The Office of Human Services Policy (HSP) conducts policy research, analysis, evaluation, and coordination on various issues across the Department, including but not limited to, poverty and measurement, vulnerable populations, early childhood education and child welfare, family strengthening, economic support for families, and youth development. HSP serves as a liaison with other agencies on broad economic matters and is the Department's lead on poverty research and analysis.

The Children and Youth Policy Division (CYP) focuses on policies related to the well-being of children and youth. Projects range from quick-turnaround policy analyses to large-scale experimental studies, and major policy initiatives. Key areas include early childhood, early care and education, home visiting, youth development and risky behaviors, parenting and family support, child welfare and foster care.

The student internship is generally 10-12 weeks and located in Washington, D.C. Start and end dates are negotiable. This internship may be unpaid or paid, pending availability of funds and hiring authorities.

Student interns:

- are treated as professional staff;
  - handle multiple assignments at once;
  - gain exposure to internal HHS decision-making by preparing decision materials, attending meetings, and providing briefings to high-ranking policy officials;
  - complete and present at least one comprehensive long-term project by the end of tenure.
- Project assignments may include, but are not limited to: research and policy analysis, tracking congressional action, and review of legislation, regulations, and other policy guidance.
  - Excellent opportunity for students with diverse backgrounds and experiences; strong communication, analytical, and time-management skills; and the ability to thrive in a fast-paced, high-pressure environment. In the past, interns typically have been pursuing master's degrees in public policy, public administration or social services administration, but we will consider all well-qualified graduate and undergraduate students.

**Interested applicants should submit a cover letter, resume, and a 1-2 page writing sample to Kimberly Burgess ([kimberly.burgess@hhs.gov](mailto:kimberly.burgess@hhs.gov)) no later than March 31, 2017. Incomplete and late materials will not be considered. Applicants must currently be pursuing an undergraduate or graduate degree. If you have a preference for any specific topic area, please indicate this in your cover letter.**