

**OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY (FHEO)**

U.S. Department of Housing and Urban Development (HUD)

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Application Deadline: Wednesday November 23<sup>rd</sup>, 2016

The Office of Fair Housing and Equal Opportunity (FHEO) – an agency within HUD – was created by the Fair Housing Act of 1968. FHEO administers federal laws and establishes national policies that make sure all Americans have equal access to the housing of their choice regardless of race, color, religion, sex, national origin, disability, and familial status.

FHEO work in three ways; when members of the public contact FHEO, Compliance officers at the Intake branch make determinations whether or not there is a jurisdictional allegation of discrimination that falls under the FHEO umbrella. The Programs branch audits landlords who receive Federal Grant monies to make sure they are in compliance with Federal regulations and also evaluates current HUD programs. The Enforcement branch conducts investigations of filed cases of discrimination in housing under Federal Fair Housing laws by applying legal theories of discrimination. UW Sociology student interns are usually placed in Intake or Programs.

All case information is highly sensitive and confidential. This is law enforcement work; the stakes are high, legally and financially and the work requires maturity, diligence, responsibility, and careful attention to detail.

The FHEO internships are unpaid and this year, the Department of Sociology will be able to place up to three (3) student interns at FHEO.

**Desired qualifications**

The FHEO internship is especially suited to students with a strong commitment to social justice who believe fair housing enforcement is vital to vibrant communities. Student interns will also gain an understanding of some of the legal aspects of FHEOs work. The work requires high level interviewing experience or skill, experience and ability to interact with a diverse client pool in person and over the phone; written and verbal communication proficient enough to prepare and conduct interviews, take relevant notes, and prepare charges and other documents. The work may also require strong analytic skills for interns who learn to understand and apply legal concepts to complicated cases. Knowledge of FHEO enforced laws is also desired. Bilingual skills can be an asset, but are not required.

**Intern responsibilities**

FHEO interns volunteer for 10-12 hours per week, during regular FHEO office hours in both winter and spring quarters.

The work at FHEO involves assisting in the investigation of charges of discrimination, which includes intake interviewing, investigative planning and development, case analysis, and making disposition recommendations. Interns may also be asked to assist in program reviews, monitor compliance agreements, and conduct research to assist in developing background for cases of discrimination.

**Important things to know:**

- The FHEO internship position is a two-quarter commitment for winter and spring quarters. Students who are offered an internship position must also enroll in SOC 404 (Th 11:30-1:20pm), a weekly two-hour seminar, in winter quarter. Because SOC 404 is not repeatable, in spring quarter students earn academic credit through enrolling in SOC 399B while completing the second quarter of their internship.
- Student interns will be working at the downtown offices of HUD at 909 1st Ave #200, Seattle 98104.
- Interns provide their own transportation to and from the FHEO offices.
- To participate, applicants must be current UW-Seattle students and U.S. citizens. Priority will be given to Sociology majors but students from other majors are welcome to apply.
- Applicants will be finger printed and undergo a security check.
- As part of the application process, students will have an initial interview with Susanna Hansson in the Sociology Advising office. Finalists for the positions will then interview with staff at FHEO before their internship can be finalized. All interview times will be set up with students via email.
- The complete applications of students who become finalists for an internship position are shared with staff at the internship location.

**Schedule:**

- The initial training at FHEO will be a total of 6 hours; date and time to be determined based on student schedules. On-the-job and ad-hoc training will occur throughout the internship.

- The weekly commitment is 10-12 hours/week on any 3 to 4 weekdays for 9 weeks in both winter and spring quarters.
- The FHEO/HUD offices in Seattle are open Monday through Friday 8:00am to 4:30pm.

**Application for Sociology Department Internship at FHEO**  
**Applications are due at 12:00 noon on Wednesday, November 23, 2016**

1. In addition to completing this cover page, please include the following (in the order listed):
2. A personal statement (see below)
3. A copy of your resume
4. An unofficial copy of your UW transcript.

Personal statement: In 1-2 double-spaced pages describe your interests and qualifications and how they make you a good fit for this internship, as well as how you believe the internship together with the practicum course will help further your intellectual and career goals. In your statement, please mention any skills, experience or knowledge that you feel matches the qualifications for this position. If you are proficient in languages other than English, make sure to indicate that on your resume.

Please confirm in your statement that you commit to interning for two consecutive quarters and that you can meet the specific shift requirements and/or trainings that this internship requires.

Drop off a hard copy of your application by **12:00 noon** on Wednesday November 23<sup>rd</sup>, 2016 in the Sociology Advising Office, Savery Hall 203. In addition, please scan your application (single sided in the order listed above) and email it as a PDF to Susanna Hansson at [susanna@uw.edu](mailto:susanna@uw.edu) by the same deadline.

NOTE: We will be contacting student applicants over Thanksgiving weekend to set up the first round of interviews that will take place November 28<sup>th</sup>-December 1 in the Sociology Advising office. Please monitor your UW email account frequently during the Thanksgiving break.

Please complete the information below before you print out this cover sheet.

STUDENT INFORMATION

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

Major \_\_\_\_\_ Class Standing Win 17: \_\_\_\_\_

UW email: \_\_\_\_\_ Phone: \_\_\_\_\_

LinkedIn profile: \_\_\_\_\_

Students may apply for up to two internship positions. However, a targeted, carefully considered application for one position is often stronger than more generic applications for multiple positions. If this describes you: *"I don't care where I intern, I just want an internship; any internship,"* you risk coming across as desperate rather than as a thoughtful applicant who has given a great deal of thought to the kind of organization and type of work you would like to be involved in. If you wish to apply for more than one position, please complete a separate application and a position-specific personal statement for the second internship position as well.

Questions? Email [susanna@uw.edu](mailto:susanna@uw.edu)