

OFFICE OF FIELD POLICY AND MANAGEMENT (FPM), REGION X
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

http://portal.hud.gov/hudportal/HUD?src=/program_offices/field_policy_mgt

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Application Deadline: Monday November 13, 2017 @ 4:00pm

The Office of Field Policy and Management (FPM) provides direction and oversight for HUD's operations in localities and regions across the country. The Region X office, located in Seattle, serves four states: Alaska, Idaho, Oregon and Washington. FPM works closely with the office of the HUD Secretary, a member of the President's Cabinet. Region X FPM ensures that the Secretary's key initiatives to address housing and urban development needs are effectively carried out throughout the Pacific Northwest region. Key areas of focus include homeownership, healthy homes, economic development, homelessness, disaster recovery and resilience, and external partnerships with other federal agencies, as well as the private sector, state and local governments, philanthropy, non-profits and other stakeholders.

In addition, FPM ensures that HUD's critical programs, particularly those that involve multiple programs and offices within the agency, are operating effectively at the regional level.

The HUD FPM internship is unpaid. This year, the Department of Sociology will be able to place up to one (1) student intern at HUD FPM.

Desired qualifications

The HUD FPM internship is especially suited to students with a strong interest in affordable housing, community and economic development, and public policy.

The work requires excellent research, analytical and communication (verbal and written) skills, and strong attention to detail. Creativity and a sense of humor are also highly desirable!

Intern responsibilities

The HUD FPM intern will volunteer for 10-12 hours per week, during regular HUD FPM office hours in both winter and spring quarters.

The student intern's responsibilities may include:

- Researching and analyzing particular policy or technical issues and presenting research findings through oral briefings/presentations and written reports
- Taking meeting notes, drafting meeting minutes, and facilitating meeting break-out sessions

- Contributing to the development of internal written communications such as talking points, briefing papers, and other reports for senior HUD officials;
- Assisting with event planning and event management for large meetings, trainings and other events serving HUD stakeholders.

Important things to know:

- The HUD/ internship position is a two-quarter commitment for winter and spring quarters. Students who are offered the internship position must also take SOC 404 (Th 11:30-1:20pm), a weekly two-hour seminar, in winter quarter. Soc Advising will register student interns for the class. In spring quarter students earn academic credit through enrolling in SOC 399B while completing the second quarter of their internship.
- The student intern will be working at the downtown offices of HUD at 909 1st Ave #255, Seattle 98104.
- The intern will provide his/her own transportation to and from the office.
- 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 HUD/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 HUD FPM 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 HUD FPM offices in Seattle are open Monday through Friday 8:00am to 4:30pm.

Application Cover Sheet for Sociology Department Internship at FPM/HUD

Applications are due at 4:00pm on Monday, November 13, 2017

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

Cover letter: 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 cover letter 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 **4:00pm** on Monday November 13, 2017 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 by the same deadline.

NOTE: We will be contacting student applicants via email to set up the first round of interviews in the Sociology Advising Office during the week of November 13 – 17.

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

STUDENT INFORMATION

Student Name _____ Student Number _____

Major _____ Class Standing Win 18 _____

UW email _____ Phone _____

LinkedIn profile url _____

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 consideration 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 as well as a position-specific cover letter and resume for the second internship position.

**There is good information on how to write cover letters in the 2017/2018 Career Guide, available in the Career Center in MGH 134*

Questions? Email susanna@uw.edu

Updated 10/26/17