

To Whom It May Concern:

The Special Inspector General for Afghanistan Reconstruction (SIGAR) is seeking a graduate-level library sciences student for a paid internship. The internship is located within SIGAR's Lessons Learned Program and comes with flexible hours, salary, and benefits. Experience in Afghanistan is not required. The purpose of this position is to manage references for ongoing research projects; we therefore require a student with a strong background and interest in EndNote, which is a commercial reference management software package used to manage bibliographies and references when writing reports.

About SIGAR

Congress created SIGAR to provide independent and objective oversight of Afghanistan reconstruction projects and activities. SIGAR conducts audits and investigations to (1) promote efficiency and effectiveness of reconstruction programs and (2) detect and prevent waste, fraud, and abuse.

About the Lessons Learned Program

SIGAR's Lessons Learned Program was created to identify and preserve lessons from the U.S. reconstruction experience in Afghanistan, and to make recommendations to Congress and executive agencies on ways to improve our efforts in current and future operations. The program's reports focus on key aspects of the reconstruction effort and document what the U.S. government sought to accomplish, assess what it achieved, and evaluate the degree to which these efforts helped the United States reach its goals in Afghanistan. The directorate is made up of subject matter experts with considerable experience working in Afghanistan, aided by a team of experienced research analysts.

About the Position

SIGAR is looking for an energetic, enthusiastic, and exceptional student who is interested in supporting SIGAR's efforts. To be eligible for this internship, ALL of the following requirements must be met. Students must: (1) be a U.S. citizen; (2) be able to obtain a favorable background investigation prior to appointment; (3) be registered in the Selective Service (as required); (4) be actively enrolled as a degree-seeking student at an accredited educational institution; (5) possess and maintain a GPA of 2.5 or higher on a 4.0 scale; and (6) maintain student eligibility and enrollment throughout the duration of the appointment. Graduated students will not be considered for this internship beyond his/her graduation date without proof of future enrollment in an accredited education institution.

Salaries for SIGAR's student positions are based on completed education or a combination of education and experience. Salaries typically range from \$26,474 to \$54,972 per annum. Applicants must submit a cover letter, resume, and transcripts, as well as clearly stating BOTH of the following: (1) country of citizenship; (2) anticipated graduation of current degree, or acceptance of future enrollment. Applicants should email all documentation with "Student Employment Program" in the subject line to sigar.pentagon.m-s.mbx.jobs@mail.mil. Selected students must undergo a background investigation, which may take up to 60 days.