Management, Business, and Information Services Division

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. The Information Resource Management and Technology Services Unit in the Management, Business, and Information Services Division seeks a summer intern with a strong work ethic to be part of a 12-person IT group performing desktop computer support and related assignments. Duties include installing hardware and software, troubleshooting and resolving problems, and working on special projects.

Qualifications
Candidates working toward a graduate degree in information technology, computer science, or a related field are preferred. Students beginning their junior or senior year in 2017 year will also be considered.

Experience or training in troubleshooting MS Office and Windows 7 and 10 issues is required. Experience installing and maintaining applications in various environments (Windows Server, VMWare, Apple OS, VPN, and Citrix) and experience working as part of an IT help desk are desirable. Candidates should be able to handle multiple tasks simultaneously and complete projects under tight deadlines. Strong communication and interpersonal skills are a must. The position also requires a person who can work independently and as part of a team.

CBO may consider noncitizens who are permanent residents of the United States seeking citizenship but cannot consider students on visas.

Salary and Benefits
The hourly rate ranges from $14 to $25 and will be commensurate with educational attainment and related experience. This is a temporary position that is expected to last approximately 14 weeks between May and August of 2017. The selected candidate would be expected to work a 40-hour week, but an alternate schedule may be considered. Housing and relocation expenses are not provided, but CBO’s interns are eligible for a local transportation subsidy of up to $255 per month.

How to Apply
Please submit a cover letter, résumé, unofficial transcripts, and contact information for two references online at www.cbo.gov/careers. Incomplete applications will not be considered. Although there is no deadline by which to apply, this position may be closed when CBO has received a sufficient number of applications from qualified candidates.

This position is covered by the Veterans Employment Opportunities Act of 1998, as made applicable to CBO by the Congressional Accountability Act, as amended.

Contact
Nancy Fahey or Angela Smart, Washington, DC, 202-226-2628, careers@cbo.gov