



U.S. Commodity Futures Trading Commission 2015 Spring Internship Opportunity

Office of Legislative Affairs (OLA), 1 Position Washington, D.C.

The CFTC is seeking an intern for the Office of Legislative Affairs for the 2015 Spring Semester. This position is volunteer or for-credit. *Interested students should respond by Wednesday, January 28th*. Please see **How to Apply** in this posting for details and contact information.

The mission of the U.S. Commodity Futures Trading Commission (CFTC) is to protect market users and the public from fraud, manipulation, abusive practices and systemic risk related to derivatives that are subject to the Commodity Exchange Act (CEA), and to foster open, competitive, and financially sound markets. Additional information regarding the oversight responsibilities of the CFTC may be obtained by accessing the following link:
<http://www.cftc.gov>.

Key Requirements:

- Background clearance and/or Security Investigation.
- Relocation expenses will not be paid.

About the Division/Office and Duties:

Legislative Affairs (OLA)

The Office of Legislative Affairs is the Commission's liaison with Congress. OLA coordinates the provision of reports, briefings and informational materials to Congressional offices and the testimony of agency officials before Congressional Committees. The office monitors legislative activities that affect the work of the Commission. It also manages the Commission's response to inquiries on behalf of constituents and other communications from the legislative branch.

Primary duties for an intern in the Office of Legislative Affairs for the 2015 spring semester will include: working with staff in the Office of Legislative Affairs (OLA) to structure and organize records and files on an OLA SharePoint site, including correspondence with Congress, Congressional hearing material, internal communications related to legislative activity and more. The internship will include opportunities to provide input into the system being developed and to offer guidance on information and records management.

Qualifications:

- Undergraduate juniors or seniors, graduate students, or law school students
- Satisfactory completion of coursework demonstrating knowledge of and interest in public policy, legislative affairs, financial regulation, or related subject areas.

- Demonstrated leadership and organizational skills
- Attention to detail
- Ability to work independently
- Ability to initiate and complete projects in a timely, thorough manner

How to Apply:

Students must submit the following documents: 1) a one-page cover letter, 2) resume, 3) unofficial transcript, and 4) a writing sample no longer than five pages to:

- Please indicate in the subject line that you are applying for the internship in the Office of Legislative Affairs.
- For questions about the internship, contact Ann Wright at 202-418-5594 or awright@cftc.gov.

Internship FAQs:

What are the eligibility requirements for the Internship?

Students must be enrolled not less than half-time in a college, university or other accredited educational institution and must be at least 18 years old.

How will interns be compensated?

Interns will not receive any monetary compensation. These are volunteer or for-credit internships.

What type of work can I expect?

You can expect interesting and challenging work.

What do I need to submit when I apply?

Students must email the following documents: one-page cover letter and resume with current contact information (No SSN or DOB info); transcript, official or unofficial; and writing sample (five pages maximum).

What is the length of the Internship Program?

Start and end dates are flexible. Work schedules and participation length are determined by the student and the supervisor.

The CFTC is an Equal Opportunity Employer.