

# COOL INTERNSHIP OF THE WEEK

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## Management Support Clerk

### *Department of Housing and Urban Development*

The Department of Housing and Urban Development (HUD) is seeking highly qualified individuals who are willing to meet the challenges of public service and support their mission. HUD's mission focuses on expanding homeownership, increasing access to affordable housing, strengthening communities through economic development, fighting housing discrimination, and tackling homelessness issues. Participants in the 2010 Summer Intern Program will be given the opportunity to meet senior HUD officials, tour HOPE IV Affordable Housing Units, and participate in weekly intern activities.



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### **In your position as a Management Support Clerk you will:**

- Work on a variety of assignments spanning areas such as Community Planning, Human Resources, Information Technology, Legal/Law, Fair Housing and Healthy Homes.
- Assist team members with collecting appropriate data, analyzing the data, developing data-based findings and conclusions, and presenting the information both orally and in writing to diverse audiences.

### **Requirements:**

- You must be a U.S. citizen.
- You must be enrolled and seeking a degree in an accredited high school, 2-year or 4-year university, graduate or professional school.

**Salary:** 22,115.00 – 42,209.00 USD/year

**Location:** Washington, D.C.

**Closing Date:** April 1, 2010

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