



Internship Opportunities

Crime Victim Assistance Division

Iowa Attorney General's Office

The Iowa Attorney General's Office values the contributions made by interns and works hard to give them the best experience possible. The office benefits substantially from the work done by these interns and from the contributions interns make to the vitality of the office.

A number of positions for undergraduate student interns are available during the school year and over the summer months. Intern positions are traditionally unpaid, but they do offer important experience. Colleges usually offer academic credit for this kind of work and the Attorney General's Office Crime Victim Assistance Division will cooperate with colleges to arrange for appropriate academic credit.

Interns will:

- Fulfill all their work commitments made.
- Respect confidentiality.
- Project professional conduct, attitude and dress.

The Crime Victim Assistance division will:

- Provide meaningful work in a supportive, friendly environment.
- Ensure that interns will be treated with respect by office employees.
- Provide adequate supervision.

Internship duties include:

- Collecting, reviewing, analyzing and summarizing materials obtained from various information sources;
- Assembling compensation claim files;
- Reviewing and approving compensation and grants assistance claims;
- Reproducing and filing documents;
- Assisting crime victims in completing compensation applications,
- Providing fill-in coverage to support staff
- Attending staff meetings, planning meetings, and in-services

The intern in this position will work under the supervision of Brynne Howard. The intern will be assigned various job duties by supervisor and other compensation and victim services support staff. The Crime Victim Assistance Division is located in the Lucas State Office Building on the Capitol complex in Des Moines. The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Requirements:

The intern holding this position must:

- take and accurately apply general instructions;
- be well organized;
- be detail oriented;
- be self motivating and successful in following assignments to completion;
- be proficient in computer skills;
- be able to efficiently and accurately review and organize documentation;
- be capable of working independently and meeting established deadlines.

The selected person must have excellent writing, speaking and interpersonal skills, convey a professional presence, and have good analytical abilities. This position requires confidentiality and discretion. The Crime Victim Assistance Division will require the selected person to sign a confidentiality agreement. Interested persons may be in an associated under-graduate program in a program of study including but not limited to pre-law, social work, political science, criminology, communications, or consumer and family sciences programs.

To be considered for an internship, applicants must send:

- Current resume
- Cover letter including the internship time period desired and the number of intern hours to be completed

The above information should be sent to:

Brynne Howard, Program Administrator

Crime Victim Assistance Division

Iowa Attorney General's Office

Lucas State Office Building

321 East 12th Street

Des Moines, IA 50319

515-725-4078

Email: Brynne.Howard@ag.iowa.gov

For additional questions or information, contact Brynne at (515) 725-4078.