



## COMPLIANCE SECTION SUMMER INTERNSHIPS

### Regulatory Programs & Compliance

#### Complaint Analysis & Resolution Section

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#### CANDIDATE QUALIFICATIONS:

Law School Students or Law School Graduates \*

#### EXPERIENCE/INTERESTS/DISCIPLINES OF PARTICULAR RELEVANCE:

Public Administration | Political Science | Criminal Justice | Law Enforcement | Paralegal Studies

TERM: June 1 – August 7, 2015

APPLICATION DEADLINE: April 24, 2015

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This is a **funded internship** with the Virginia Department of Professional and Occupational Regulation ([DPOR](#)), an executive branch agency responsible for regulating certain professions and occupations as determined by the General Assembly. We serve more than 300,000 individuals and businesses across hundreds of license types, ranging from architects and contractors to cosmetologists and professional wrestlers.

The selected individuals will intern in the **Complaint Analysis & Resolution (CAR) Section**, gaining knowledge of administrative law and practical application of regulatory processes and procedures.

The interns, under the direction of assigned CAR supervisors, will assist and/or be exposed to relevant aspects of administrative rulemaking, adjudication and enforcement such as:

- Processing complaints and responding to public inquiries.
- Reviewing and analyzing allegations of regulatory violations and unlicensed activity.
- Preparing memoranda and official correspondence.
- Collaborating with agency staff to achieve efficient resolution of cases and accomplish the Department's mission to protect the public.
- Observing proceedings governed by the Administrative Process Act (e.g., informal fact-finding conferences and regulatory board meetings).

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\* Internship is limited to individuals currently enrolled at or graduated from an ABA-accredited law school. Bar membership is not required.

## **PREFERRED Knowledge/Skills/Abilities (KSAs)**

- Excellent organizational skills
- Strong oral and written communication skills
- Ability to coordinate multiple schedules, priorities, tasks, and deadlines
- Ability to work independently
- Ability to conduct research, compile and interpret data
- Ability to prepare and design print materials
- Fluency in Microsoft Office

## **Knowledge/Skills/Abilities (KSAs)**

- Strong oral and written communication skills required
- Excellent organizational skills, word processing and proofreading abilities necessary
- Ability to conduct research, analyze information, and summarize findings to support defensible and consistent conclusions
- Ability to interpret and apply law and regulation
- Strong customer service skills and the ability to interact with board members, attorneys, other staff and the general public appropriately and effectively
- Proficiency in Microsoft Office and ability to learn internal database is required.

Level of education and training will determine the extent of responsibilities assigned. Successful candidates will be subject to a criminal background check and must disclose any current professional or occupational registration, certification, or licenses held.

*This internship is designed for **32 hours per week for 10 weeks**, from June 1-August 7, 2015. A stipend of \$3,000 will be awarded upon completion of the full 10 week, 320-hour program.*

## **HOW TO APPLY**

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Interested persons should **submit a resume and cover letter no later than April 24, 2014** to the attention of *Rhonda Starr, Internship Coordinator*, by email, fax OR mail:

E-mail: [Rhonda.Starr@dpor.virginia.gov](mailto:Rhonda.Starr@dpor.virginia.gov) FAX: (804) 527-4403  
Address: Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233  
Questions? Call (804) 367-8569