



## REGULATORY PROGRAMS SUMMER INTERNSHIP

### Regulatory Programs & Compliance Section

Board for Contractors | Board for Waste Management Facility Operators |  
Polygraph Examiners Advisory Board

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#### CANDIDATE QUALIFICATIONS:

3<sup>rd</sup> or 4<sup>th</sup> Year Undergraduate Students *or* 1<sup>st</sup> Year Graduate Students

#### DISCIPLINES OF PARTICULAR RELEVANCE:

Public Administration | Government | Political Science | Criminal Justice | Business

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 individual will act as a **Regulatory Programs Intern** within the agency's Regulatory Programs & Compliance section, supporting staff of the [Contractors](#), [Waste Management Facility Operators](#), and [Polygraph Examiners](#) Boards in accomplishing program goals.

The intern, under the direction of the Executive Director and Board Administrator, will assist and/or be exposed to aspects of board administration and procedure; regulatory, legislative, and public affairs; and licensing operations. Dependent on the intern's knowledge and interest, the selected individual will have the opportunity to participate in several of the following assignments:

- Assist with developing monitoring strategies to identify false/fraudulent information in order to uphold license integrity.
- Conduct research into best/current practices for regulating various professions/occupations/activities.
- Ensure forms and applications comply with regulatory and statutory requirements.
- Assist in identifying needed efficiency improvements within licensing work units and recommend potential revisions to work flow.
- Draft newsletters for section's regulatory programs.
- Perform other duties as assigned.

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

- Excellent organizational skills
- Ability to coordinate multiple schedules, priorities, tasks, and deadlines
- Ability to identify and analyze problems, formulate solutions
- Strong oral and written communication skills
- Ability to work independently
- Ability to interpret and apply law and regulation
- Ability to conduct research
- Fluency in Microsoft Office

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 a writing sample** no later than Friday, 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