

POLICE/LAW ENFORCEMENT INTERN

Location: New Castle, Delaware

Hourly Rate: \$15.00 (Undergraduate Student)-\$16.00 (Graduate Program Students)

Opening Date: November 23, 2022

Closing Date: March 1, 2023

I. POSITION SUMMARY

The Delaware River and Bay Authority Police Department Student Internship Program will expose interested college students to professional and rewarding law enforcement careers. The objective of the DRBA Police Department is to provide a positive learning environment for students to experience the various aspects and responsibilities of law enforcement. The DRBA Internship program will offer a student the opportunity to gain valuable work experience, acquire skills and knowledge through on-the-job training, and to develop a professional networking base for the future. The Police Intern will provide support on a to police department units as assigned.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research projects as assigned
- Printing, copying, and filing of documents
- Retrieval of documents and Departmental Reports
- Answering phones and assisting with call backs as needed
- Assisting officers with cases as needed
- Attending meetings relevant to any project assigned
- Administrative Assistant back up

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to write clearly and concisely
- Good communication and interpersonal skills
- Good time-management skills
- Ability to work under pressure and have patience
- Computer literate and able to perform research on the Internet

Mid-level proficiency using Microsoft Word, Excel, and PowerPoint

IV. REQUIRED EDUCATION AND EXPERIENCE

- Pursuing a degree in Criminal Justice or related discipline with the intent on pursuing a position in the Criminal Justice field.
- A student enrolled in a four-year degree program will have a junior or senior standing at an accredited four-year university or college
- A student enrolled in a two-year degree program will have completed two thirds (2/3) of required credits toward a degree at an accredited two-year university or college
- Must currently have a 2.5 or higher grade point average on a 4.0 scale

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- All potential employees will be subject to a background investigation
- The student will submit the following:
 - Application
 - Cover letter
 - Professional resume
 - At least two letters of recommendation from a faculty advisor or professor
 - Unofficial college transcript
- Complete background booklet
- Drug screening
- Background investigation
- Interview

.....

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).

April 19, 2012