

HOUSTON FORENSIC SCIENCE CENTER

2018 Internships

Program Overview

The Houston Forensic Science Center (HFSC) provides **unpaid**, academically oriented internships for baccalaureate- and graduate-level students with career aspirations in the forensic sciences or other business functions that support the operation. Interns will gain experience and training by working in an HFSC discipline or business operation for eight or more hours each week. HFSC internships offer an opportunity to work in a large, full-service forensic laboratory, allowing participants to network in a professional environment, explore career options, gain knowledge and skills that complement their academic studies and build resumes. **Interns will not perform independent casework on evidence.**

Eligibility Requirements*

- Applicants must be at least 18 years of age
- Applicants must be current college or university undergraduate or graduate students
- Legal division applicants must be juniors or seniors in an accredited law school
- Applicants must be in good academic standing with a minimum cumulative GPA of 3.0
- Applicants must work a minimum of eight hours per week
- Applicants must pass a security background check

**Exceptions may be made at the discretion of the president and CEO or the internship program director*

Internships Areas

Forensic Laboratory Operations

- Biology/DNA
- Seized drugs
- Forensic multimedia evidence unit
- Firearms
- Latent prints
- Research and development
- Quality
- Toxicology

Business Operations

- Finance
- Legal
- Media/public relations
- Information technology

Internship Openings

[Spring Internships](#)

[Special Internships](#)

Please contact us at internships@houstonforensicscience.org for additional information.

Spring Internships

Application Timeline:

HFSC will be accepting applications for its Spring 2018 internship program between October 1 - 19, 2018. The process is competitive and internships are limited. **Applications must be received by 11:59 pm on October 19, 2018 to be considered for the program.** Applicants selected for an interview will be contacted within two weeks of the application close date.

Eligibility Requirements:

- Applicants must be at least 18 years of age
- Applicants must be current college or university undergraduate or graduate students
- Legal division applicants must be juniors or seniors in an accredited law school
- Applicants must be in good academic standing with a minimum cumulative GPA of 3.0
- Applicants must work a minimum of eight hours per week
- Applicants must pass a security background check

**Exceptions may be made at the discretion of the president and CEO or the internship program director*

Application Process:

Qualified candidates must submit the following information:

- [HFSC Internship Application](#)
- HFSC internship agreement
- Resume
- 500-word narrative essay describing your interest, objective or motive for participating in the internship program
- Two writing samples (*Only for media/public relations applicants*)
- An unofficial college transcript
- Two letters of recommendation on official university letterhead from professors and/or academic advisers

Special Internships

Audio Video Research

IT Help Desk

IT Dashboard Developer

Audio Video Research Internship

HFSC's forensic multimedia unit is seeking an intern to assist with current and new process validations. The person will create new validation data sets for different software programs and assist analysts in the validation process. **This is an unpaid internship position.**

Responsibilities include, but are not limited to, the following:

- Interact with various levels of management and staff
- Assist other forensic multimedia staff with special projects as assigned
- Create new validation data sets for different software programs

Requirements:

- Applicants must be at least 18 years of age
- Applicants must be current college or university undergraduate or graduate students
- Applicants must work a minimum of eight hours per week
- Applicants must pass a security background check

Preferred Qualifications:

- Basic computer skills
- Knowledge in audio and video
- Ability to work in a team to achieve common goals

Application Process:

Qualified candidates must submit the following:

- [HFSC Internship Application](#)
- HFSC internship agreement
- Resume
- 500-word narrative essay describing your interest, objective or motive for participating in the internship program
- An unofficial college transcript
- Two letters of recommendation on official university letterhead from professors and/or academic advisers

IT Help Desk Internship

HFSC's information technology (IT) division is seeking a help desk intern. This person will act as the first point of contact for all IT-related issues. **This is an unpaid internship.**

The intern will assist in providing support to end users. Specific responsibilities include, but are not limited to, the following:

- Prioritize help desk support requests
- Identify and escalate situations requiring urgent attention
- Interact with users and gather information on help desk tickets
- Track problems, request and document resolutions
- Assist with projects as needed

Requirements:

- Applicants must be current college or university undergraduate or graduate students working toward a degree in a relevant computer studies program, including, but not limited to, computer science, engineering and information technology).
- Applicants must be at least 18 years of age
- Applicants must work a minimum of eight hours per week
- Applicants must pass a security background check
- Applicants must have strong working knowledge of Microsoft desktop software

Preferred Qualifications:

- Knowledge of Windows 7, 8, 10 Desktop Operating Systems
- Knowledge of the Microsoft Office Suite/Office 365
- Knowledge and experience with ticketing systems.
- Excellent communication skills, including the ability to convey technical information in a user friendly way

Application Process:

Qualified candidates must submit the following to apply:

- [HFSC Internship Application](#)
- HFSC internship agreement
- Resume
- 500-word narrative essay describing your interest, objective or motive for participating in the

internship program

- An unofficial college transcript
- Two letters of recommendation on official university letterhead from professors and/or academic advisers

IT Dashboard Developer Internship

HFSC's information technology (IT) division is seeking an intern to assist with creating a management dashboard using data from an Azure SQL server. This person would work closely with the IT team and division director to build the dashboard. **This is an unpaid internship.**

Specific responsibilities include, but are not limited to, the following:

- Assist in the design, coding and testing of PowerBI solutions
- Gather required reporting and dashboard requirements
- Create documentation for applications and processes

Requirements:

- Applicants must be at least 18 years of age
- Applicants must be current college or university undergraduate or graduate students
- Applicants must work a minimum of eight hours per week
- Applicants must pass a security background check

Preferred Qualifications:

- Experience using databases, such as SQL Server
- Experience creating Microsoft Excel pivot tables
- Experience with dashboard software
- Working knowledge of PowerBI

Application Process:

Qualified candidates must submit the following:

- [HFSC Internship Application](#)
- HFSC internship agreement
- Resume
- 500-word narrative essay describing your interest, objective or motive for participating in the internship program
- An unofficial college transcript
- Two letters of recommendation on official university letterhead from professors and/or academic advisors