

# Help with Planning and Recruitment for the Bureau of IRM



Project Title	Help with Planning and Recruitment for the Bureau of IRM
Project Summary	We're looking for a few good employees – and you can help! The Bureau of Information Resource Management at State needs your help researching and analyzing data for U.S. universities and colleges with dedicated IT programs.
Country	United States
Agency	Department of State
DoS Office	IRM/CIO
Post	N/A
Section	N/A
Number of Interns	3

## Project Description

Perform research and data analysis of universities and colleges throughout the U.S. to determine schools with dedicated IT programs. Analyze past IT program data to develop statistical data of IT-centric students and ongoing job market. Evaluate statistics on job search/transition programs. Data should include trends and motivation of graduates on determination of job selection. For example, factors can include starting salary, potential upward mobility, and function of the job. Based on their current location, the intern should talk to their local IT recruitment office regarding upcoming events and be available to assist and/or attend local job and college fairs. Evaluate commercial and professional organizations nationally to determine which groups would benefit from IT recruitment. Research current marketing trends and evaluate best practices for recruiting based on target audiences. Create marketing programs for evaluation by the IT recruitment office.

## Desired Skills Interests

### Skill

Budgeting expenses

Data analysis

Digital media

Knowledge management

Marketing

MS Office

## **Additional Information**

Interns will be working with other interns located throughout the US to combine efforts to develop a nationwide analysis report.

## **Language Requirements**

*None*