



U.S. Election Assistance Commission
1335 East-West Highway, Suite 4300
Silver Spring, MD 20910

Certification Division Support Intern

INTRODUCTION

This position is located in the U.S. Election Assistance Commission (EAC), Testing and Certification Division. The Division is seeking a highly qualified Certification Division Support Intern to work 10 hours per week during the fall semester. Applications received for this recruitment may be used to fill other EAC vacancies as they occur.

U.S. ELECTION ASSISTANCE COMMISSION

The EAC is an independent bipartisan agency created by the Help America Vote Act of 2002 (HAVA). It assists and guides states and local election administrators in improving the administration of elections for Federal office. The EAC provides assistance by dispersing Federal funds to states for replacement of voting systems and for election administration improvements, adopting voluntary voting system guidelines, and serving as a national clearinghouse and resource of information regarding election administration. The EAC also accredits testing laboratories and certifies, decertifies, and recertifies voting systems.

Under the Help America Vote Act, EAC accredits voting system test laboratories and certifies voting equipment, marking the first time the Federal government has offered these services to the States. Participation by States in the program is voluntary. Staff works with NIST to evaluate and accredit voting system test laboratories and the management of the voting system testing and certification process.

The Testing and Certification (T&C) division:

- Assists States with certification of their systems;
- Supports local elections officials in the areas of acceptance testing and pre-election system verification;
- Promotes quality control in voting system manufacturing through the EAC quality monitoring program;
- Provides procedures to the voting system manufacturers for the testing and certification of voting systems to specified Federal standards consistent with the requirements of HAVA Section 231.

EAC's voting system certification program establishes accountability through its Quality Monitoring Program which ensures, through various check points, that the voting systems used in the field are the same systems EAC has certified. Under the program, EAC has the ability to conduct site visits to voting system production facilities to determine whether systems produced are consistent with those that have received EAC certification. In addition, EAC collects reports from election officials regarding voting system anomalies. After reviewing the reports, EAC disseminates the information to election officials. Furthermore, upon invitation or with permission from election officials, the EAC may conduct reviews of EAC certified systems that are in use in the field.

DUTIES AND RESPONSIBILITIES

The Certification Division Support Intern will assist the Division in the following areas:

- Researching HAVA and other Federal requirements/guidelines for preparing appropriate responses to questions about voting systems, certification, and other federal election administration issues from states and concerned citizens.
- Assisting in the support of research related to voting systems, and related issues for the Testing & Certification Division.
- Assisting in the creation of presentations for conferences, Commission hearings, and EAC public meetings on subjects related to the work of the Testing & Certification Division.
- Assist with reviewing the database and updates to the Virtual Review Tool (VRT), including manual data check and entry.
- Assist with state requirements mapping project.
- Performing other duties as assigned.

QUALIFICATION REQUIREMENTS

To apply you must be:

- A U.S. Citizen;
- At least 16 years of age at the time of appointment;
- Currently enrolled or accepted for enrollment as a degree seeking student and taking at least a half-time academic course load in a accredited 2-year or 4-year college or university, graduate or professional school; and
- In good standing with an accredited institution.

Successful candidates will possess strong research, writing, and oral communication skills; be organized, detail-oriented, and self motivated; and demonstrate a willingness to be diplomatic, flexible and creative in addressing challenges.

COMPENSATION

The rate of pay will be \$11.00 - \$20.00/hour, depending on qualifications.

HOW TO APPLY

Interested candidates must submit their resume with a cover letter and references by Friday, September 25, 2015. In addition, a writing sample of no more than 2 pages is requested. Please send application materials to (e-mail is preferred):

Brian Hancock
U.S. Election Assistance Commission
1335 East-West Highway, Suite 4300
Silver Spring, MD 20910
bhancock@eac.gov