



College Student Internship Program

Are you looking for an exciting internship opportunity that empowers victims and survivors to find safety, support, connection, and hope? The Victim Services Unit, a program of the District Attorney's Office, is looking for a dedicated intern to join our Children's Advocacy Center team.

Our student interns are an important part of our success!

An internship at the Children's Advocacy Center provides a unique opportunity to gain an increased understanding of the child welfare and criminal justice system, the dynamics of child abuse and neglect, and questioning strategies utilized in a forensic interview.

The Children's Advocacy Center (CAC) of Santa Clara County is a safe, welcoming place where children who have endured the trauma of sexual and physical abuse can begin their journey of healing. The CAC serves an important role in preventing, identifying, and prosecuting child abuse. Our multidisciplinary team brings together members of the child protection, law enforcement, prosecution, victim advocacy, medical and mental health communities to provide child victims and their non-offending family members with comprehensive, trauma informed services designed to meet their individual needs.

CAC Interns will have the opportunity to:

- Observe forensic interviews and prepare a draft summary;
- Assist our multidisciplinary teams by preparing a summary of all new child abuse and neglect reports accepted for initial assessment;
- Observe the non-offending caregiver(s) initial interview and assist the child advocate with documentation;
- Provide clerical support and attend professional training.

The Victim Services Unit at the Santa Clara County District Attorney's Office is currently recruiting student interns. Interested candidates should have their Official Job Application and all required school documentation as instructed on the posting, created in [NeoGov](#). The application and a letter of interest **must** be emailed to DA Human Resources, DAOHR@dao.sccgov.org. Bilingual candidates are strongly encouraged to apply.

In order to qualify for the Student Intern Classification, a student must:

- *Be a U.S. Citizen, lawful permanent resident alien, or a non-citizen with proof of eligibility to work in the United States;*
- *Individuals under eighteen will require a work permit, which may be obtained through the high school counselor or the Employment Development Department (EDD);*
- *Be enrolled in an accredited institution of a school licensed by a state agency or have graduated from such an institution or school within the last six months;*
- *Have an overall grade point average of at least 2.5 on a four-point scale;*
- *Submit a completed Official Job application; and*
- *Pass a background check.*

To [apply](#) for the College Student Internship Program, please complete an application by using your newly created or existing account in NeoGov for the Official Job Application posting that is listed on the page for Transfer Opportunities. The following should be attached to your application:

- A copy of most recent transcripts showing cumulative GPA of 2.5 or better
- Proof of current enrollment (or proof of graduation within the last six months)

Be sure to include all required attachments with your application. **Incomplete applications will not be considered.**

Once you have submitted your application in NeoGov, please send a PDF version of the application submitted online **and** a letter of interest to DAOHR@dao.sccgov.org . Take this opportunity to introduce yourself and provide an explanation why you would like to Intern with the Office of the District Attorney. **Incomplete submissions will not be considered.**

Should you have further questions about the College Student Internship Program, please contact Osborne, Senior Management Analyst, at mosborne@dao.sccgov.org.

SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE
Human Resources Department
College Student Internship Program
County Government Center –West Wing
70 West Hedding Street
San Jose, CA 95110

Email: DAOHR@dao.sccgov.org