



John Hudson Summer Internship Program Guidelines and Eligibility Requirements

Overview

The [Fairfax Area Disability Services Board](#) established an internship program for college students and recent college graduates with disabilities. The internship program provides participants with on-the-job experience, professional development, and training opportunities.

The internship program is named in honor of the late John Hudson. During his 15 years with Fairfax County Government, John made immeasurable improvements to enhance the lives of people with disabilities in the Fairfax area. John was the special needs planner in Fairfax County's Office of Emergency Management. Previously, he directed Disability Services Planning and Development in the county's Department of Family Services and provided staff support to the Fairfax Area Disability Services Board for over a decade.

Eligibility Requirements:

Any college student (including law students and graduate students) or recent college graduate who self-identifies as an individual with any type of disability is invited to apply. You will not be required to disclose your specific disability; however, your application for this program will signify that you consider yourself a person with a disability.

Point of Contact

The internship program coordinator is Karen Kelly, Karen.Kelly@fairfaxcounty.gov. Before contacting her with questions, [please review the FAQs](#).

Length of Internship

The internship program lasts 380 hours. The start and end dates are flexible, but interns should plan on starting work in the beginning of June and working until the beginning of August. This is a full-time internship (40 hours/week). Interns should plan on working eight hours a day (with a one-hour lunch break), Monday through Friday. A typical schedule is 8 a.m.-4:30 p.m.

Selection Process

All completed applications will be reviewed after Friday, April 14, 2023. Applications that are missing components such as letters of recommendation will not be accepted. The most qualified interns will be contacted for interviews. After the interviews are conducted, the top-rated candidate will be selected for the internship. All applicants will be notified of the outcome of their application by email.

Background Check

Prior to the start date, the appointee to this position will be required to complete a criminal background check and a check of the Child Protective Services Registry to the satisfaction of the employer.

Pay

Interns will be paid \$13.00 per hour.

Expectations

- Interns are expected to follow the county's employee personnel regulations and any agency policies, which will be outlined during the internship orientation.
- Interns are expected to observe the office dress code (business casual unless otherwise noted). Please contact your internship supervisor with any questions about the dress code.
- Interns are expected to conduct themselves in a professional manner while working at their internship assignment. This includes keeping open lines of communication with their supervisor, being courteous and respectful to colleagues and customers, and completing work assignments by mutually agreed-upon deadlines.

Transportation/Housing

Interns are required to arrange their own means of transportation for getting to and from work. All job locations are accessible via public transportation. Housing is not provided as part of the internship program.

College Credit

Depending on the interns' programs of study, they may be eligible to receive college credit for the internship.

Special Considerations

Interns are not Fairfax County employees and are neither covered by nor entitled to:

- County's accrued leave
- Life or health insurance
- Retirement benefits
- Credit for service computation date

Application Process

After reviewing eligibility requirements, submit an application package consisting of:

- A. Internship application
- B. Resume
- C. Two letters of recommendation
- D. Please specify which John Hudson Internship opportunity you are interested in

The application materials must be submitted by Friday, April 14, 2023, to Karen.Kelly@fairfaxcounty.gov.

Where a TTY number is not indicated, use 711/Virginia Relay.



Reasonable accommodations provided upon request, call 703-324-3745. For information, contact Karen Kelly at Karen.Kelly@FairfaxCounty.Gov or call 703-324-3745/ TTY 711. Website: www.FairfaxCounty.Gov/FamilyServices



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