



National Transportation Safety Board
Office of Research and Engineering – Vehicle Recorder Division

Vehicle Recorders Division

STUDENT VOLUNTEER:

Applications will be accepted on a continuous basis
3 month minimum commitment

OPEN PERIOD:

Unpaid Student Volunteer

SALARY:

National Transportation Safety Board
Office of Research and Engineering

HIRING AGENCY:

Washington, DC

DUTY LOCATIONS:

Flexible hours and scheduling

WORK SCHEDULE:

Description of program: The Office of Research and Engineering has a Student Volunteer opportunity available for an undergraduate or graduate student with engineering and/or transportation background. This position is unpaid and is located at NTSB Headquarters in Washington, DC. This internship, which lasts approximately three months, will provide the student with hands-on work experience directly related to the transportation industry. It will allow the student an opportunity to explore career options as well as develop personal and professional skills.

Description of work: The student volunteer will work under the direction of NTSB employees and assist them in conducting accident/incident investigations and research projects. The Office of Research and Engineering Vehicle Recorder Division is primarily responsible for recovering recorded data from accidents in all modes of transportation: Aviation, Railroad, Marine, Highway, and Pipeline. This includes recovering and analyzing data from aircraft flight data recorders, cockpit voice recorders, marine voyage data recorders and rail event recorders. The division also processes other devices which may contain useful information such as GPS units, non-crash hardened memory devices, video and still camera images.

Job duties include assisting with the initial preparation work before an accident recording arrives, downloading recorded data, recovering and processing video or still imagery, and conducting parts of the investigation including presenting results in written factual reports. The student volunteer will also assist with office automation such as updating recorder documentation and manuals, preparing how-to instructions for new media types, conducting new technology research, and compiling relevant industry regulation and literature. This job is located in the Vehicle Recorder Laboratory in Washington, DC and there is no travel associated with the position.

Applications will be accepted from: Undergraduate and graduate students who are enrolled in an engineering degree (or a similar technical degree which would be suitable for duties listed) at an accredited school at least half time will be considered. In order to qualify, students must be in good standing, have completed at least 2 years (60 credits) of college level work with at least a “B” (3.0) or better academic average, and be US citizens.

Students with an interest in accident investigation are encouraged to apply. If possible, students should have completed a college level course in technical writing and have some practical experience or involvement with an organization that demonstrates leadership capability.

How to apply: The application should consist of a (1) cover letter indicating why the student wishes to work at the NTSB in the Vehicle Recorder Division and cite their available time period, (2) resume listing all relevant work experience, licenses and certificates, (3) college transcript, and (4) an essay to address their competencies in the following areas:

1. Knowledge of aviation, transportation, media or video/image processing.
2. Skill in the use of computers and advanced software.
3. Skill in writing technical reports.
4. Self-starter, personable and dedicated worker.
5. Enthusiasm for accident investigation and aviation safety.
6. Creative problem solving ability.

Where to apply: Interested candidates should email the above documents to gormlee@ntsb.gov and include ‘Student Volunteer Program’ in the subject line or mail them to the following contact:

Erin Gormley
NTSB, RE-40
490 L’Enfant Plaza E, SW
Washington, DC 20594
202-314-6573

Selected candidates will be contacted and asked to fill out further application forms and complete the appropriate background checks.

The NTSB is an Equal Opportunity Employer. Selection for these positions will be based solely on merit, fitness, and qualifications without regard to race, sex, color, religion, age,

marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors.