



The Executive Office of the President, Office of Administration, is currently seeking enthusiastic and dedicated undergraduate and graduate student interns to assist in providing support services for the President of the United States. The Office of Administration views student interns as the future of the Federal workforce; therefore, interns will be exposed to the Federal work environment in order to gain professional experience and build leadership skills. Participants will also learn the mission of the Office of Administration, and its responsibility to the Executive Office of the President.

Summer 2015 intern positions are available within the Office of Administration with an anticipated start date of May 26<sup>th</sup>, 2015 and an end date of August 14<sup>th</sup>, 2015. Applications, containing all supporting documents, must be submitted by the deadline (please refer to designated link below.) Participants are expected to work at least 15-20 hours per week. While the internship is unpaid, transportation subsidy benefits will be allocated to interns relying on public transportation.

To qualify you must:

1. Be a U.S. Citizen
2. Be at least 18 years of age at the time of application
3. Be enrolled or accepted for enrollment as a degree-seeking student in an accredited college or university on at least a half-time basis for the semester
4. Be in good academic standings

In order to apply for this position, students are required to submit a résumé, assessment questionnaire, and unofficial college transcript. To begin the process, please visit the USAJOBS website and create an account: [www.usajobs.gov](http://www.usajobs.gov).

Applications will be received and reviewed by the Intern Coordinator. If the office expresses interest, applicants may be contacted directly for an interview. After a tentative job offer, other suitability checks will be administered.

The following internships are available within the Office of Administration. Please indicate your area of interest within your resume.

**Engineer, Applications, Network, and Operations Internship:**

<https://www.usajobs.gov/GetJob/ViewDetails/394504500>

*Applications:* Software Application Interns (SAIs) will work with the SoftWare Automation and Technology (SWAT) Team. SAIs will have tremendous impact throughout the organization by providing expert software development and business process engineering services.

*Engineering:* Engineering Interns will building MS Windows 2012 servers according to EOP server build standard operating procedures. Additionally, they will have the opportunity to document stand operating procedures, technical guides, and basic test plans.

*Operations:* Interns will be asked to assist staff in the execution of operational duties such as; hardware maintenance on server systems and appliances, software configuration and patching of servers, software testing of configurations and updates, and maintaining and expanding current monitoring solutions.

*Network:* Network interns will be expected to assist in: designing and improving Solarwinds for monitoring the infrastructure; networking implementation projects such as wireless AP installation and switch installs; writing documentation including standard operating procedures, technical guides, and basic test plans; creating Visio diagrams; and testing new products and/or services.

**Office of the Director:** <https://www.usajobs.gov/GetJob/ViewDetails/395182000>

Interns will perform tasks that involve front office management, project ownership and development. Interns will also complete special projects as assigned by the Chief of Staff and Management Analyst.

**Office of Chief of Operation Services:**

<https://www.usajobs.gov/GetJob/ViewDetails/394530200>

*Front Office:* Interns will serve as a liaison between COOS and other senior management within the OCOOS organization. Interns will also complete projects associated with Physical Security, Facilities, and Construction.

*Construction Management:* Interns will assist with various projects, such as site inspections, filing of drawings and technical documents and report compilation.

*Facilities Management:* Interns will support the operational aspects of ongoing projects and serve as a liaison between project management, project team, and supervisory management.

*Mail Services:* Interns will provide daily verification, load, dispatch, and deliver various mail for the Executive Office of the President operations. Interns will also participate in critical customer service projects.

**Continuity of Operations Planning:** <https://www.usajobs.gov/GetJob/ViewDetails/394536100>

Continuity of Operations Planning Interns will work with COOP manager to plan and track upcoming exercises within the EOP, assist with research in COOP areas, participate in quarterly meeting with EOP components, and develop strategies for current COOP system.

**Office of the Chief Administrative Officer:**

<https://www.usajobs.gov/GetJob/ViewDetails/394534100>

*Human Resources Management Division:* Interns will assist in maintaining personnel files, providing recruitment, and placement. Interns will also arrange drug screenings for selected applicants, prepare staffing reports, and respond to inquiries concerning the status of recruitment announcements under the direction of a senior Human Resources Specialist.

*Learning and Development Division:* Interns will assist in maintaining training databases, run training reports, process training requests, conduct research projects, and market assets within the division. Interns will also assist the Office of Administration with other special projects.

*Special Programs and Systems Division:* Interns will assist in the functional support of human resource technology for personnel, payroll, time and attendance, human resource automation projects, transit subsidy tracking, and related system issue resolution.

**Security:** <https://www.usajobs.gov/GetJob/ViewDetails/394531600>

*Personnel Security Division:* Interns will assist in the Personnel Security Division with miscellaneous administrative and operational duties. Interns will also assist in ensuring the safety, security, and protection of the White House complex. A previous and current clearance is recommended, but not a requirement.

*Physical Security:* Interns will assist the Physical and Emergency Preparedness office with miscellaneous administrative and operational duties. Other duties include assisting in ensuring the safety, security, and protection of the White House complex.

**Office of the Chief Financial Officer:**

<https://www.usajobs.gov/GetJob/ViewDetails/394508100>

*Financial:* Interns will assist in developing component budget tables, review narrative description, drafting and editing bulletins, researching and providing information on various financial laws and regulations. Interns will also perform basic accounting and financial analysis work, and provide supporting services for traveling EOP staff.

*Procurement/Contracts:* Interns will assist in processing various procurement contracts, maintaining proper acquisition procedures, and utilizing electronic procurement systems.

*Special Projects Office:* Interns will assist with Financial and Process improvement processes for the Director's Office and OFCO.

**Office of the Chief Information Officer:**

<https://www.usajobs.gov/GetJob/ViewDetails/394527800>

*Records Management:* Interns will work with appropriate personnel in order to maintain inventory records, which include scheduling, conducting interviews, and gathering information. Interns will also work in conjunction with

*Customer Service Branch:* Interns will perform various duties, including taking meeting notes and project tracking.

*Operations and Engineering:* Interns will perform special projects as assigned, attend meetings, provide written statements, and operate computer systems related to architecture, and design. Applicants must be able to proficiently operate Microsoft Office Suite, including Project, Excel, and Visio.

*Acquisition Integrity Contract Oversight:* Graduate Student Interns will perform special projects dealing with contracts and procurement.

*New Media Technologies:* Interns will assist in completing special projects, as assigned. Experience with PHP, HTML, JavaScript, and Drupal is recommended, but not required.

*Finance:* Interns will interact with vendors to resolve invoicing concerns. Other duties include, filing, invoice review, expense updates, letter preparation, and data extrapolation.

*Front Office:* Interns will organize the office on-boarding information book, manage Chief Information Officer (CIO) and Deputy CIOs' business contact records and conduct research on federal information.

*Deputy Chief Information Officer:* Interns will attend meetings, gather actions, follow up with personnel, and raise obstacles to the appropriate level.

*Project Management Office:* Interns will perform several duties, including compiling market research data, assisting with acquisition/procurement planning, executing and assisting with planning and conducting testing.

**Library Research Service:** <https://www.usajobs.gov/GetJob/ViewDetails/394525700>

LRS interns will work with professional LRS staff on a variety of projects such as correcting selected library catalog metadata; supporting intranet site maintenance and enhancements; creating FAQ articles for customers; digitizing archival collections and providing metadata for access; assisting in writing requirements for library management and discovery systems; and creating education/training/newsletter content for internal use.

**Cyber Security:** <https://www.usajobs.gov/GetJob/ViewDetails/394515100>

Cyber Security Interns will analyze large volumes of data from disparate log sources and participate in forensic collections and investigations. Additionally, interns will perform behavior and/or code analysis of samples of malware and malicious documents to identify indicators of compromise. After collecting this information, interns will analyze metrics and provide prospective on opportunities for continual service improvement. This will be supported by participation in inter-agency collaboration meetings.