### Project Name: Facilities Documents Database Development

- **Number of weeks:** 10 weeks with the ability to extend to 12 weeks
- **Hours:** 32-40 hours per week
- **Location:** 600 Maryland Ave. SW, Washington, DC

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### PURPOSE OF OFEO INTERNSHIPS AT THE SMITHSONIAN

The primary purpose of the Facilities Information Management internship is to provide a practical learning experience in designing new information management databases in the field of facilities management and digital archiving. Expected competencies will vary according to the specific area of study, academic requirements of the university, and professional goals of individual students.

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### PROJECT DESCRIPTION

Assist in designing new information management databases and develop prototype of new interface to meet facilities information needs. The intern will assist in developing information management requirements for a specific project and design/develop actual prototype of the new system.

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### STUDENT RESPONSIBILITIES

Students will engage in activities which contribute to the smooth functioning of the specific internship experience. Depending on the internship experience, students will be expected to demonstrate competencies from among the following: oral and written communication, leadership, initiative, self-monitoring, subject matter knowledge (user interfaces and information management systems).

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### SUPERVISORY RESPONSIBILITIES

Supervisor will provide students with assignments and activities which will provide the opportunity for the student to learn about, and participate in a professional capacity in the management of Facilities Information Systems. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in Facilities Information Management analysis, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

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### DELIVERABLES

1. Review of facilities information management systems
2. Presentation to OFEO senior staff of final project (including process used, results obtained, benefits to OFEO and suggested follow-on work)

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### LEARNING OBJECTIVES

1. Hands-on experience in development of new document management database prototypes
2. Understanding of facilities records management processes at Smithsonian
3. Understanding and experience with ColumbiaSoft Document Locator, SQL and MS Sharepoint

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Visit our website for more information. | E-Mail: OFEOinternship@si.edu