Facility Investment and Cost Engineering – Data Management and Analysis Internship

**Office of Facilities Engineering and Operations**

**Project Name:** Data Management and Analysis  
**Number of weeks:** 10 weeks with the ability to extend to 12 weeks  
**Location:** 600 Maryland Avenue SW, Washington, DC

### PURPOSE OF OFEO INTERNSHIPS AT THE SMITHSONIAN

The primary purposes of the Office of Facilities Engineering and Operations (OFEO), Office of Planning, Design and Construction (OPDC), Facility Investment and Cost Engineering Division Data Management and Analysis internship is to provide a practical learning experience in the administration, management and execution of design and construction contracts for various Museums. Expected knowledge and skills will vary according to the specific area of study within the discipline of design and construction administration, academic requirements of the university, and professional goals of individual students.

### PROJECT DESCRIPTION

Students will learn about oversight, management and administration of design and construction contracts in support of the capital improvement and maintenance projects in furtherance of OFEO’s mission by assisting senior and management level staff with project data management activities that will also involve some data analysis.

### 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 skills among the following: database management, oral and written communication, leadership, initiative, and self-monitoring. Skill and knowledge in contract management, plan review, field visit and database management.

### 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 design and construction projects. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in plan review, field investigations, review meetings, design and construction contract administration procedures, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

### PROJECT OUTCOMES

1. Written report of the experience gained from the internship  
2. Written report of any recommendations and process improvements or leveraging of new technologies to improve current practice of design and construction administration procedures.  
3. Presentation to OFEO senior staff of final project (including process used, results obtained, benefits to OFEO and suggested follow-on work) and written report of the experience gained from the internship.

### LEARNING OBJECTIVES

1. Design and construction contract management and analysis.  
2. Student will learn components of field investigations as well as how to conduct specific area investigations for use in project management databases.

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