### PURPOSE OF OFEO INTERNSHIPS AT THE SMITHSONIAN

The primary purpose of the Office of Facilities Engineering and Operations (OFEO), Office of Planning, Design and Construction (OPDC) Real Estate Division internship is to provide a practical learning experience within the Real Estate Division working on specific aspects of one or two major strategic initiatives. Expected competencies will vary according to the specific area of study applicable to analytical activities related to management of the Institution’s real estate portfolio, academic requirements of the university, and professional goals of individual students.

### PROJECT DESCRIPTION

The Real Estate Division is currently advancing two major strategic initiatives on behalf of the Smithsonian: the Consolidated Administrative Headquarters Plan and the Collections Space Framework Plan. The intern will work on aspects of one or both of these initiatives with the responsible program manager(s) who will serve as mentor.

### 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, and self-monitoring. Well-developed analytical skills and the ability to coordinate multiple activities are expectations of the position.

### 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 analysis/management of components of the Smithsonian’s real estate portfolio. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in proposal reviews, analytical tasks and coordinating activities, 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. Presentation to OFEO senior staff of final project (including process used, results obtained, benefits to OFEO and suggested follow-on work)

### LEARNING OBJECTIVES

1. Experience with real estate-related contracting procedures.
2. Exposure to the analysis of competing proposals.

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