Office of Protection Services Internship Opportunity

Project Name: Human Resources Internship  
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

PURPOSE OF OFEO INTERNSHIPS AT THE SMITHSONIAN

The primary purposes of the Office of Facilities Engineering and Operations (OFEO) OPS internship is to provide an overview. Expected competencies will vary according to the specific area of study within Human Resources, academic requirements of the university, and professional goals of individual students.

PROJECT DESCRIPTION

The intern will be engaged with the planning, organizing, and coordinating activities associated with Human Resources.

Student will gain experience in all facets of Human Resources to include recruitment processes, newsletter publications, and our new Physical Fitness Standards program. The intern will learn how to utilize various recruitment software applications, and be engaged in our security database systems.

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, customer service skills, familiarization with Microsoft Suite.

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 OPS Human Resources. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in recruitments, communication initiatives, implementation of physical fitness standards.

PROJECT OUTCOMES

1. Streamline the coordination, implementation and tracking of the new physical fitness standards.
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. How to complete a recruitment package
2. Correlation of physical fitness and keeping the Smithsonian staff, visitors and facilities safe
3. Communicating with a diverse workforce

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