Office of Protection Services Internship Opportunity

Project Name: Security Contract Analysis
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 a practical learning experience designing, reviewing, and managing security contract projects within OPS. Expected competencies will vary according to the specific area of study within contract managing, academic requirements of the university, and professional goals of individual students.

PROJECT DESCRIPTION

The intern will learn planning, organizing, and coordinating activities associated with OPS. They will receive a working knowledge of reviewing OPS contracts for compliance to ensure SI contract policies and procedures and best practices are being met. Includes reviews and reconciliation of invoices, verification of work, attending contract meetings, analyzing effectiveness of current work measurement practices and the development for implementing long-range process improvement plan.

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; contract support, determine availability of product or producers/manufacturers, determine method of procurement, perform price/cost analysis, plan and conduct negotiations with the objective of obtaining the best type of contract in order to fulfill government requirements.

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 contracts. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in contract reviews, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

PROJECT OUTCOMES

1. Understanding of what a lease vs. purchase cost benefit analysis is and how to conduct one.
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. Conduct lease vs. purchase cost benefit analysis of required screening equipment, such as magnetometers, X-rays and similar
2. Review and make process improvement recommendations for tracking of current contract maintenance reporting methodology

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