Office of Protection Services Internship Opportunity

Office of Facilities Engineering and Operations

Project Name: Security Force Management
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 staffing, reviewing, and managing contract security personnel within OPS. Expected competencies will vary according to the specific area of study within personnel management, academic requirements of the university, and professional goals of individual students.

PROJECT DESCRIPTION

The intern will learn staffing, organizing, and coordinating activities associated with the SI utilization of contract security personnel. They will learn how post orders are generated, scheduling and training is conducted along with the documentation necessary to maintain a hybrid workforce. They will also learn the skill set to maintain and update invoicing in accordance with SI standards and best practices. They will receive a working knowledge of hybrid security force management and special event coordination and ensure OPS policies and procedures and SI security requirements are being supported.

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; also security force management, and contract support.

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 hybrid workforce and accountability processes. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in force management, post order generation and review, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

PROJECT OUTCOMES

1. A comprehensive understanding of hybrid security force management.
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 security force management
2. Develop and standardize post orders based on SI and contractor criteria specific to the work location.
3. Review staffing and invoicing processes surrounding the maintenance of a hybrid security force.
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Smithsonian Institution

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