



**Executive Office of the President
Office of Administration
Student Internship Program
June 5 – August 24, 2018**

The Office of Administration (OA) is currently seeking enthusiastic and dedicated students to serve as unpaid student interns to assist in the performance of its mission of providing support services for the Executive Office of the President (EOP).

The OA, was founded in 1977 by President Jimmy Carter to carry out the mission of providing effective, efficient and economical administrative services to the EOP. Within this entity are financial management, information technology support, human resources management, research assistance, legal services, and printing and graphic design work.

As a servicing component for the ten other components within the EOP, the OA Internship Program is designed to attract students enrolled in a wide variety of educational institutions (ranging from undergraduate to graduate school).

The EOP is comprised of The White House Office, Executive Residence, Office of the Vice President, Office of the United States Trade Representative, Office of Science and Technology Policy, Office of the National Drug Control Policy, Office of Management and Budget, Office of Administration, National Security Council, Council on Environmental Quality, and Council of Economic Advisers. The EOP is responsible for a multitude of tasks with a broad range of focuses.

The Office of Administration offers challenging and exciting valuable professional experience and builds leadership skills in the Federal work environment.

Internship Period: The Summer 2018 term begins June 5, 2018 and ends on August 24, 2018.

Application Period: The application period closes March 2, 2018.

Basic Key Requirements:

Must be 18 years of age or older

Must be a citizen or national of the United States

Be registered with Selective Service

Obtain a favorable security determination

Enrolled in a degree seeking academic program throughout internship

Must have a 3.0 GPA

Relocation expenses will not be paid

**Office of Administration
Student Internship Program
Summer 2018
Announcements**

| Office Name | USAJOBS Announcement |
|---|--|
| Deputy Director's Office | <u>https://www.usajobs.gov/GetJob/ViewDetails/489399600</u> |
| OCAO/ Human Resources | <u>https://www.usajobs.gov/GetJob/ViewDetails/489631100</u> |
| OCAO/ Library (Archive) | <u>https://www.usajobs.gov/GetJob/ViewDetails/489540800</u> |
| OCAO/ Library (Reference) | <u>https://www.usajobs.gov/GetJob/ViewDetails/489432000</u> |
| OCAO/Employee Relations | <u>https://www.usajobs.gov/GetJob/ViewDetails/489913700</u> |
| OCAO/Learning and Development | <u>https://www.usajobs.gov/GetJob/ViewDetails/489628000</u> |
| OCAO/Special Programs and Projects | <u>https://www.usajobs.gov/GetJob/ViewDetails/490269900</u> |
| OCFO/ Accounting & Policy | <u>https://www.usajobs.gov/GetJob/ViewDetails/489669300</u> |
| OCFO/Procurement | <u>https://www.usajobs.gov/GetJob/ViewDetails/489672400</u> |
| OCOO/ Facilities | <u>https://www.usajobs.gov/GetJob/ViewDetails/489655900</u> |
| OCOO/ RDS Supply Storage | <u>https://www.usajobs.gov/GetJob/ViewDetails/489637400</u> |
| Office of General Counsel | <u>https://www.usajobs.gov/GetJob/ViewDetails/489677300</u> |
| OSEP/ Personnel Security Operations | <u>https://www.usajobs.gov/GetJob/ViewDetails/489991900</u> |
| OSEP/Emergency Preparedness | <u>https://www.usajobs.gov/GetJob/ViewDetails/489564400</u> |
| White House IT/ Application Dev. | <u>https://www.usajobs.gov/GetJob/ViewDetails/489680800</u> |
| White House IT/Application Mgmt. | <u>https://www.usajobs.gov/GetJob/ViewDetails/489594900</u> |
| White House IT/Financial Mgmt./Ops/ 3 Mo | <u>https://www.usajobs.gov/GetJob/ViewDetails/489684100</u> |

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| White House IT/Info Governance & eDiscovery | https://www.usajobs.gov/GetJob/ViewDetails/489553700 |
| White House IT/Program Management Operations | https://www.usajobs.gov/GetJob/ViewDetails/489661700 |
| White House IT/Records Management | https://www.usajobs.gov/GetJob/ViewDetails/489646000 |
| White House IT/Threat Intel | https://www.usajobs.gov/GetJob/ViewDetails/489642000 |