



# National Internship Program

## **Desired Majors: Information Technology, IT – Cybersecurity, Information Science**

*Posted by: US Dept. of Agriculture – Agricultural Research Service:* Intern will assist with administering USDA's Active Directory to include establishing accounts for new employees, disabling accounts, password resets, etc. Provide software support to end users on commercial applications and Agency developed applications. Maintain and provide user support on the Agency's personal computers and mobile communication devices such as iPads and cell phones. Participate in process improvement teams to develop standard operating procedures and ways to alleviate inefficiencies in the branch processes

## **Desired Majors: Computer Science, Information Science, Library Science, Information Technology, Management Information Systems and Services**

*Posted by: The Library of Congress:* The Duplication Services Section is implementing a new workflow process utilizing its enterprise system, Microsoft Dynamics AX (DAX). Duties: analyze, confirm and document Duplication Service's ordering processes to create Standard Operating Procedures (SOPs); work under the direct supervision of the Section Head and will be provided with an outline of order types, critical steps, and access to the DAX system; draft procedures in a manual format that verbally and capture the step-by-step procedures required to process orders. Deliverables: The final SOP documentation should be written in Plain Language and include clear graphics. Documentation should include an index and be organized by subject

## Sample Federal Internships in Information Technology

\*Not a complete list of internship opportunities available

area. The documentation should also include a glossary of terms and acronyms specific to the subject matter. These terms and acronyms should be derived from the intern's exploration of the subject matter.

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*Posted by: US Dept. of Agriculture – Grain Inspection, Packers & Stockyards Administration:* The intern will be responsible for documenting the workflow processes and identifying areas for implementing and/or improving automation in our quality assurance and research laboratories that includes near infrared, nuclear magnetic resonance, dielectric, and imaging technology instrumentation that measure grain quality factors such as moisture, protein, and oil. The intern will also have the opportunity to review and update how technical information is shared on our public website. There is a potential for developing programs using Java, SharePoint, and HTML5. The intern will gain practical experience in using technology and data management tools to collect, analyze, and report data supporting the Agency's quality assurance programs and research to our national inspection laboratory partners, the grain industry, and to the general public.

## **Desired Majors: Business: Supply Chain and Logistics, Business Administration, Business Management and Operations, Computer Programming, Information Technology**

# Sample Federal Internships, Continued

*Posted by: U.S. Dept. of Agriculture- Food Safety Inspection Service-* The intern will assist a System Development Team with content development (pages and data input) of a website (all content will be provide to the student by a Subject Matter Expert), participate in requirements gathering sessions as a learning experience into the system development career and learn Project Management skills using the Agile Methodology. In addition, some basic SharePoint assignments such as: reorganizing the site and minor folder and calendar creating may be assigned.

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*Posted by: National Credit Union Administration*

While the intern will regularly work on assignments related to all aspects of NCUA's information technology programs, typical assignments will include: Compiling weekly project portfolio status reports and analysis; Using MS Project and other tools to assist the Project Management Office to track and facilitate project progress; Creating new project management process templates and presentations; Proofreading correspondence and other communications; Facilitating communication with project stakeholders including requirements gathering; Researching emerging project management trends and developing NCUA's IT project management resource center; and Making recommendations to improve project management processes.

**Desired Majors: Computer Science, Computer Engineering, Information Science, Information Technology, IT: Cybersecurity**

*Posted by: The Library of Congress:* The intern would perform the following tasks, with the goal of providing 10 examples of how IT

investments impact and link to other Library processes. Examples will be used to show the following, which can then be used for improving best practices for IT investments in the future and for demonstration/training for staff on value of investments: Showing relationship between investment and enterprise architecture; Showing relationship between investment and Service Unit support activities; Showing relationship between investment and investment outputs; Showing relationship between investment and IT asset management; Showing relationship between investment and IT planning. Work will involve: Review and collect specific data fields collected as part of FY16 IT investment processes for the selected example investments; Compare data collected as part of FY16 IT investment processes to specified additional Library data sources; Work with OCIO and SU staff as needed to collect or understand data, and/or document related processes.

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*Posted by: U.S. Department of Treasury-US Mint:* The Intern will engage in hands-on, experiential learning and will complete projects, as well as have daily responsibilities in the IT department. Interns will have the opportunity to improve project management, communication, presentation and organizational skills. Interns will participate in the ITD's system development life-cycle and will work with various IT personnel and end-users to identify needs or challenges; will generate requirements documentation and process flows; will help test, validate, and document system changes, and will help with creating reports.