

Summer Intern positions

Accounting: *Located in Germantown, Maryland.* During the internship you will acquire knowledge of an automated Federal accounting system and hone your skills in fact finding, research, and analysis. Assignments offer exposure to accounting functions in areas such as travel, payroll, receivables, payables, basic budgetary and accounting concepts and relationships, and financial reporting practices. Activities will involve a variety of office administrative functions such as preparing documents, processing accounting transactions, and receiving and responding to inquiries. A mentor is provided to assist you in your development throughout the internship. Opportunities are open to continuing undergraduate or graduate students in the accounting field.

Budget: *Located in Washington, DC.* During the internship you will gain knowledge of the Federal budget process. Assignments will offer the opportunity to use your fact finding, research, and analytical skills in gathering, extracting, analyzing, evaluating, summarizing and consolidating information for reports and presentations. You will be trained to prepare and maintain budget documents according to basic budgetary and accounting concepts and relationships. Activities will involve a variety of office administration functions such as preparing documents, receiving and responding to inquiries, and office reception. A mentor is provided to assist you in your development throughout the internship. The internship is open to continuing undergraduate and graduate students in any academic field, particularly those majoring in business-related fields.

Program Analysis: *Located in Washington, DC.* Assignments will offer the opportunity to use your fact finding, research, and analytical skills in gathering, extracting, analyzing, evaluating, summarizing and consolidating information for reports and presentations. During the internship you will acquire knowledge of program analysis and evaluation, and financial analysis techniques. Assignments will sharpen your written and oral communication skills as you collect and prepare information for business decisions. You will be exposed to basic budgetary and accounting concepts and relationships. Activities will involve a variety of office administration activities such as preparing documents, receiving and responding to inquiries, and office reception. A mentor is provided to assist you in your development throughout the internship. The internship is open to continuing undergraduate and graduate students in any academic field, particularly those fields that are business related.

Budget, Finance and Program Office Assistant: *Located in Washington, DC.* During the internship, your exceptional administrative and technical skills will be used to perform work for an office responsible for a significant aspect of the Department of Energy's budget. Within this office, you will be exposed to basic budgetary and accounting concepts and relationships. Ongoing activities and special projects involve using a variety of computer software programs to prepare documents, and collect, compile, and track information. You will monitor and control business papers, correspondence and reports, answer phones, make copies, and deliver documents in support of the budget program. This is the perfect opportunity to develop and strengthen

your communication and organizational skills. A mentor is provided to assist you in your development throughout the internship. The internship is open to continuing undergraduate students in any academic field.

Operation Research Analyst: *Located in Washington, DC.* During the internship, you will be a member of a team established to develop an integrated corporate approach to benefits modeling for the Department that considers and incorporates, as appropriate, existing DOE benefits models and current efforts. Development activities will include creating an inventory of existing DOE's benefit models and modeling capabilities; defining the modeling gaps; and developing and implementing a plan to close those gaps and create the capability for producing credible benefit estimations for different technology, policy, and market scenarios. You will have the opportunity to work with program offices and DOE National Laboratories while investigating existing modeling capabilities. The modeling capability must be able to inform senior leadership on the expected benefits of different budget portfolios under various policy and market scenarios. Benefits areas are primarily environmental (emissions and emissions avoidance), economic (GDP, jobs increases), and national security (decrease in energy imports).

Experience: Individual must have strong research and analytical skills and experience in preparing charts, tables, and quantitative analysis using off-the-shelf spreadsheets and other analysis software packages. A course of study that includes 24 semester hours of coursework in operations research, mathematics, logic, or other subjects for which college-level mathematics or statistics is a prerequisite. At least 3 of the 24 semester hours must have been in calculus.

Information Systems/Project Management: *Located in Germantown, Maryland.* During your internship you will assist the Program Manager of the Department's corporate business system modernization effort with program/project management activities. Assignments offer exposure to many aspects of information technology, project management, and support the program manager with risk management, change management, and quality assurance. Consequently, you will have direct contact with project managers and be involved in management status updates. The Program Manager will serve as your mentor to assist you in your development throughout the internship. The internship is open to continuing undergraduate or graduate students in the Information Systems/Information Management/Computer Science fields.