Office of the Assistant Secretary for Preparedness and Response

Intern Program

ASPR\HOSA Partnership for Public Health Professional Internship

Offices:

Office of the Biomedical Advanced Research and Development Authority (BARDA)
Office of Emergency Management (OEM)
Office of Financial Planning and Analysis (OFPA)
Office of Policy and Planning (OPP)
Office of Acquisitions Management, Contracts and Grants (AMCG)
Office of the Chief Operating Officer (COO)

Duration: May through August (Summer Break)

Application Period: March 1, 2017 through March 31, 2017

Job Summary: The Office of the Assistant Secretary for Preparedness and Response (ASPR) is looking for students currently enrolled in an accredited college/university for summer public health internships. All ASPR program offices (listed above) are accepting interns. Internship positions with OPP are for students who are looking for careers in public health, policy, international relations, emergency management, or related fields of study. Internship positions with BARDA are for students perusing undergraduate degrees in the following disciplines: pharmacology, virology, chemistry, biology, immunology, engineering and microbiology. Internship positions with OEM are for those students looking into careers in emergency management and operations, preparedness, response, and recovery roles in disaster mitigation, hospital preparedness and community outreach, exercise coordination, emergency communications, and data/trend analysis. Internship positions with COO are for those students looking into careers in legislative affairs, public affairs, organizational development, workforce development and data/trend analysis (Lean Six Sigma). Internship positions with AMCG are for those students who are interested in health-related grants management, acquisitions and contract procurement, healthcare project management, and assisting with requests for proposals and broad agency agreements. Students interested in an internship with OFPA can expect to gain hands-on experience in each of the five divisions to collaborate across the ASPR enterprise to execute ASPR financial requests for goods and services, Enterprise Risk Management (ERM) and ASPR funding model.

Duty Location: Tip O'Neill Federal Building, 200 C St., Washington, DC 20024. You may be required to do some metro area commuting.

Major Duties and Responsibilities:

- Day-to-day responsibilities include: document review, analysis, and development; project management; research; team support activities; and meeting attendance. Interns are an integral part of a team reporting to a team lead or the office director.
- Intern will develop presentations to the ASPR, or other intra- and interdepartmental audiences on current topics affecting ASPR. Plans agendas for meetings and ensures that appropriate working papers and reports are complete and ready for presentation at meetings
- Plans, develops and implements internal policies and procedures and resolves issues related to management operations. Studies and implements management improvements in administrative areas identified through such means as internal control reviews, and management studies.
- Provides expert advice and identifies trends and patterns, problem areas and casual relationships, and develops alternative courses of action necessary to meet program objectives and policies
- Performs other personnel-related duties as assigned

Qualifications and Specialized Experience:

You must have a current HOSA membership.
You must be currently enrolled in a university/institution/school.
Must be 18 years and older
The ideal candidate should also have strong communication skills, organizational skills, and the ability to communicate effectively in both writing and speech.

How to Apply:

The application period is March 1, 2017 through March 31, 2017.

Interested individuals should respond to COORecruitmentRequest@hhs.gov by close of business Friday, March 31, 2017. The e-mail should include a current resume and statement of interest that includes a brief description about you.