



Assistant Director, Office of Sponsored Projects, Smithsonian Institution

Position Information

Employer:

Smithsonian Institution

Division:

Office of Sponsored Projects

Title:

Assistant Director, Office of Sponsored Projects, Smithsonian Institution

Description:

The Office of Sponsored Projects at the Smithsonian Institution (located in Washington DC) seeks entry level interns to work on a variety of administrative or financial projects. The Smithsonian is a non-profit organization and receives approximately \$125M in grants and contracts from private foundations, federal government, corporations, or local, state, international governments. We welcome students at any time of the year, for internships that are at least six weeks (15+ hrs/week) or for winter session (one month, 25+ hrs/week). Students should possess basic computer knowledge (Microsoft) and be interested in learning about the process of seeking and administering government and private grants and contracts. This includes identifying funding, developing proposals (budget/business plan), negotiating legal terms of grant/contract awards, accounting/financial management (invoicing/reporting), audit management, and interpretation of sponsor and federal guidelines. In addition, students might assist with development or revision of Institutional policy related to grant/contract activity (e.g. use of animals or humans in research), and assist with development of online training modules using special software (for which we would provide training). Additional work in database maintenance/enhancements may also be possible.

We welcome students from any discipline (business, social sciences, humanities, life sciences) and appreciate interest/ability in utilizing different software programs. We include students in staff meetings and site visits to meet with people in Smithsonian museums, and encourage students to take time during their internship to visit the museums/research centers and participate in any institutional internship activities and programs.

Our office is located in Arlington, Virginia, 2 blocks from the Crystal City metro stop. Note that this is an unpaid internship. We can provide suggestions on housing options in the area if needed, although housing allowance is not provided. All students (freshman-senior) are welcome to apply, and Mac students of color/international students are strongly encouraged to apply.

Location:

Location #1

Nationwide

no City

Arlington

State/Province

Virginia

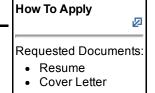
Country

United States

Position Type:

Entry Level Job (< 3 yrs), Full Time, Part Time, Unpaid, Internship

Desired Major(s):



Posted On:
Nov 18, 2016

Applications Accepted Until:
Dec 31, 2018

Default Email For Resumes

☑
otijik@si.edu

Contact Information Employer: Smithsonian Institution Name: Ms Karen Elliott Otiji Title: Assistant Director E-mail: otijik@si.edu Website: http://si.edu/osp Phone: 202-633-7111 Fax: 202-312-2823 Address: P.O. Box 37012 MRC 1205 Washington, DC 20013-7012 United States

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Desired Class Level(s):

Freshman, Sophomore, Junior, Senior, Alumnus

Work Authorization:

None

Salary Level:



Job Function:

Arts Administration, Museum, Library, Business: Consulting, Analysis, Statistics, Economics, Business Operations, Services, Administration, Education, Teaching, Training, Foreign Language, Translator, Fundraising, Development, IT, UX, Web Development, E-Commerce, Public Policy, Government, Law, Non-Profit, International Development, Social Services

Desired Start Date:

January 2, 2017

Duration:

Flexible (4 - 20 weeks)

Approximate Hours Per Week:

15-32

Travel Percentage:

No Travel

Qualifications:

no prior experience required. Some office experience and computer knowledge would be helpful.