



## 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):

### How To Apply

#### Requested Documents:

- Resume
- Cover Letter

### Important Dates

#### 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

All Majors

**Desired Class Level(s):**

Freshman, Sophomore, Junior, Senior, Alumnus

**Work Authorization:**

None

**Salary Level:**

0 

**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.