Budget Resource Office Intern

US Office of Management and Budget

Posted: Aug 07, 2015

COMPENSATION STRUCTURE

Unpaid Internship

DESCRIPTION

The White House Office of Management and Budget is seeking an intern to assist Program Associate Directors (PADs) for the Resource Management Offices within OMB for this fall semester of 2015. This internship is open to high-caliber undergraduate students entering their junior or senior year of college, ideally pursuing academic degrees in public policy, political science, economics, or other related fields.

OMB Resource Management Offices: The Resource Management Offices (RMO) in OMB oversee the budget formulation process for multiple federal government agencies spanning across Education, Income Maintenance and Labor Programs, General Government Programs, Health Programs, National Security Programs, and Natural Resource Programs. Each RMO works closely with key personnel within multiple agencies, external stakeholders, and with partners in the Executive Office of the President (EOP). Each RMO provides thorough policy analysis to the OMB Director, policy councils within the EOP, and agencies to inform decisions on Administration policies. The RMOs also advise the OMB Director and the organization on policy issues and provide expertise on the congressional budget process. Each RMO is responsible for the development and compilation of the President’s Budget of their respective area.

Candidates should be adept in handling a variety of tasks simultaneously, and should feel comfortable working in a fast-paced environment. Duties include answering phones, receiving and directing visitors, making travel and meeting arrangements, processing Congressional correspondence, exercising judgment to provide PADs with relevant meeting materials and materials for the daily briefing book, and other tasks as needed. Furthermore, the intern will be tasked with one or more mid- to long-term research projects based on their area of interest, in coordination with their supervisors and relevant RMO staff. Overall, this role requires flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal management and staff. Interns will be expected to work approximately 20 hours per week, which will allow the intern to continue taking a balanced course load. Those interested in a full-time internship, working 40 hours per week and without any courses for the semester, are also welcome to apply. Although this is an unpaid internship, students will be eligible for a full public transportation subsidy.

QUALIFICATIONS

To become a student volunteer, you must be enrolled, no less than half-time, in a recognized educational institution. Half- and full-time status is determined by the recognized educational institution. U.S. Citizenship and successful completion of a background check is required.

LOCATION

Nation Wide

yes

City

State/Province

Nationwide

Country

United States

POSITION TYPE

Internship (Fall or Spring Part-Time), Co-op (Fall or Spring Full-Time)

DESIRED MAJOR(S)

All Majors

DESIRED CLASS LEVEL(S)

Freshman, Sophomore, Junior, Senior

JOB FUNCTION

APPLICATION STATUS

You do not have any resumes available to submit. Please upload your resumes and try again.

IMPORTANT DATES

Posted On: August 07, 2015

Applications Accepted Until: September 10, 2015
SIMILAR JOBS

Congressional Intern
Congresswoman Elizabeth Esty
Washington, District of Columbia
Internship (Fall or Spring Part-Time)

Congressional Intern
US Congress
Washington, District of Columbia
Internship (Fall or Spring Part-Time)

Sustainability Research Intern
Calvert Group
Bethesda, Maryland
Internship (Fall or Spring Part-Time)