Graduate Student Internship Opportunities (Volunteer/Unpaid)
U.S. Office of Personnel Management
Office of Work-Life & Leadership and Executive Development

The U.S. Office of Personnel Management’s (OPM) Office of Work-Life & Leadership and Executive Development (WLLED) is seeking two graduate student interns for the spring 2017 semester, with a possible extension into summer 2017. The Work-Life team provides Governmentwide support to Federal agencies in the areas of telework, family and dependent care, worksite health and wellness, and employee assistance programs. This includes developing policy, guidance, and research related to work-life programs across the Federal Government. Position descriptions for the Family and Dependent Care Intern and Worksite Health and Wellness Intern are included below.

Volunteer student interns may work during the school year and/or during school vacation periods. The student intern must commit to volunteering at least 16 hours a week. A work schedule will be established once on-board. These are volunteer internships and are unpaid.

TO APPLY:
- Email a resume, cover letter, and academic transcript to worklife@opm.gov no later than close of business on November 30, 2016.
- In your email, please specify which internship you are applying for.
- Contact worklife@opm.gov with any questions.

Family and Dependent Care Intern

This volunteer student internship will support the family and dependent care program area, which includes programs and policies pertaining to child care, elder care, and care for adult dependents with special needs. The student intern will gain first-hand experience within Governmentwide work-life and will learn about Governmentwide and agency-specific efforts to provide effective family and dependent care supports to Federal employees.

Duties
The key responsibilities of the family and dependent care volunteer student intern may include the following:

- Assist in the analysis of family and dependent care interview data;
- Assist in the development of a family and dependent care coordinators training;
- Assist in communicating and meeting with the OPM Dependent Care Advisory Group;
- Assist in updating material on the OPM website;
- Perform administrative tasks; and
- Provide assistance to WLLED family and dependent care staff as needed.
Qualifications
MANDATORY QUALIFICATION REQUIREMENTS
The volunteer student intern must possess the following qualities:

- Ability to work well in a team environment
- Ability to communicate orally and in writing to a variety of audiences
- Excellent interpersonal skills
- Strong analytical skills
- A working knowledge of computer applications such as Microsoft Word, Excel, and PowerPoint
- Must be a U.S. citizen
- Must be enrolled or accepted for enrollment in an accredited graduate degree program in a relevant area such as Public Health, Public Policy, Public Administration, Political Science, Organizational Psychology, Government, or similar areas of study

Worksite Health and Wellness Intern
This volunteer student internship will support the worksite health and wellness program area. The student intern will gain first-hand experience within the Governmentwide worksite health and wellness team, learn about Governmentwide and agency-specific efforts to support employee health and well-being, and perform a variety of tasks related to supporting WellCheck, an evidence-based evaluation offered at no-cost to Federal agencies biannually to assess their worksite health and wellness programs. WellCheck helps agencies monitor progress towards goals, find opportunities for improvement, and ensure effective programs are built and sustained.

Duties
The key responsibilities of the worksite health and wellness volunteer student intern are the following:

- Assist with the preparation of agency-specific WellCheck reports;
- Support virtual and in-person briefings to communicate the results of WellCheck, discuss interesting findings, and share recommendations for the future of worksite health and wellness efforts across the Federal Government;
- Perform administrative tasks; and
- Provide assistance to worksite health and wellness staff as needed.

Qualifications
MANDATORY QUALIFICATION REQUIREMENTS
The volunteer student intern must possess the following qualities:
• Ability to work well in a team environment
• Ability to communicate orally and in writing to a variety of audiences
• Excellent interpersonal skills
• Strong analytical skills
• A working knowledge of computer applications such as Microsoft Word, Excel, and PowerPoint
• Must be a U.S. citizen
• Must be enrolled or accepted for enrollment in an accredited graduate degree program in a relevant area such as Public Health, Public Policy, Public Administration, Political Science, Organizational Psychology, Government, or similar areas of study