



NASA's Office of the Chief Financial Officer (OCFO) Unpaid Summer Internship Program

We are looking for students interested in working in a dynamic, fast-paced environment. Although our internships are unpaid and housing is not provided, we believe the experience gained from performing meaningful work at NASA Headquarters is invaluable. NASA has ranked as the #1 Best Place to Work in the Federal government for six consecutive years.

About the Organization

The agency's Office of the Chief Financial Officer (OCFO) ensures the financial health of the Agency, including responsibility for ensuring that NASA resources are effectively employed toward the achievement of NASA's strategic plan. It manages the Agency's budget and financial operations, directs the preparation and submission of annual financial and budgetary reports, the Agency's appropriations liaison with the House and Senate Committees on Appropriations, and coordinates Agency financial management activities with other federal agencies.

Internship Opportunities Available

Budget Division

The Budget Division within NASA's Office of the Chief Financial Officer seeks an energetic student to join its team. The Budget Division manages the Agency's annual budget process and coordinates the development of all scheduled and ad hoc budget data deliveries to the Office of management and Budget (OMB), including the Congressional Justification (also known as the President's Budget Submission).

Responsibilities may include but are not limited to:

1. The intern's primary activity would be to build a budget history archive.
2. Research and compile historical budget documents and create and update website content, post them to MAX, and code the MAX site in order to highlight interesting or useful information.

Candidates should have skills or knowledge in: website content and management, coding abilities highly desirable, Microsoft Office Suite, databases, interest in history of the space program would be a plus, but is not required.

Strategic Investments Division (SID)

The Strategic Investments Division, (SID) within NASA's Office of the Chief Financial Officer provides comprehensive, Agency-level strategic analyses and performance assessments to inform institutional and programmatic investment options and decision-making to accomplish NASA's Mission. SID develops strategic guidance, manages processes, and provides in-depth Agency investment and capability analyses for deliverables required during each phase of the annual Planning, Programming, Budgeting and Execution (PPBE) process. **SID is seeking 3 summer interns.**

Responsibilities for first intern may include but are not limited to:

1. Data research and data analysis of historical program risks, including their score trend line, mitigation steps, and duration.
2. Data research to collect and collate the prime, sub, and support contractor names for programs and projects, both underway and historical.
3. Exploring parameters that can be used for cost and schedule trend analysis.
4. Develop templates for making reporting exercises more efficient.

Candidates should have skill or knowledge in: research and organizational skills; analytical capabilities; and ability to communicate/write effectively.

Responsibilities for second intern may include but are not limited to:

1. Conduct analysis on performance management and data management.
2. Research NASA publications and provide recommendations on design and report content.

Candidates should have skill or knowledge in: analytical capabilities; ability to communicate/write effectively; background in Microsoft Office.

Responsibilities for third intern may include but are not limited to:

1. Research and collect data on historical program budgets and workforce levels.
2. Analyze historical budgets/workforce levels to project future workforce.
3. Collect data on operations costs and analyze growth over time.

Candidates should have skill or knowledge in: strong research and organizational skills; analytical capabilities; basic background in Microsoft Office.

The Mission Support Office/Workforce Planning Team

The Mission Support Office (MSO) provides support across CFO Divisions in all areas of organizational and managerial activities. The Workforce Planning team is responsible for all personnel matters for the OCFO, to include human resources, performance management, leave and attendance, employee awards program, and administration of the CFO University. If you are a student interested in administration and management, join the team!

Responsibilities may include but are not limited to:

1. Assist with or streamlining workflow processes;
2. update databases and dashboards, collaboration spaces, and may assist with OCFO website content;
3. Audit CFO University class course materials and identifying areas of improvement;
4. Update/clean up CFO University website and online resources library.

Candidate should have skills in: databases, data analysis, excel, website maintenance; and oral and written communication.

Qualifications:

You must be a U.S. citizen or permanent legal resident

Be a junior or senior currently enrolled and in good standing in an accredited college or university

How to Apply:

Submit your updated resume to Maria.M.Santos@NASA.gov

The internships will run from May 21-August 10, 2018

Deadline to apply is Friday, March 30, 2018