

Opportunity Title: 2021 DOE Scholars - Internships - Environmental Management
Consolidated Business Center - OH
Opportunity Reference Code: DOE-Scholars-2021-EMCBC

Organization U.S. Department of Energy (DOE)

Reference Code DOE-Scholars-2021-EMCBC

How to Apply Click on Apply below to start your application.

Application Deadline 5/3/2021 8:00:00 AM Eastern Time Zone

Description The DOE Scholars Program will offer a unique opportunity to introduce students and postgraduates to the mission and operations of the [U.S. Department of Energy \(DOE\) Environmental Management Consolidated Business Center \(EMCBC\)](#) in Cincinnati, OH.

The mission of the EMCBC is to provide an integrated services center with a valued, dedicated and well-trained staff to execute exemplary core business and technical services that are focused on the safe, compliant and efficient execution of Environmental Management (EM) activities at supported sites. EMCBC aims to be a premier DOE mission execution and integrated business solutions center by bringing a strategic perspective to develop forward-looking, results-oriented solutions for the safe and compliant execution of the EM mission. The EMCBC recruits Scholars in Technical, Engineering, Scientific, Business Administration and Management fields interested in Environmental Management Operations and exposure to new technology and research development. Internships will offer exposure to complex environmental management issues and experience in a variety of office-professional interfaces and interactions. Specifically, opportunities are available at:

- **Office of Financial Management:** The Scholar will participate in day to day operations of financial management functions by shadowing a range of professionals to gain experience in those areas of expertise. The intern will have the opportunity to participate and learn about various financial management projects and routine office functions.
- **Office of Contracting:** The Scholar will participate in day to day operations of Cost/Price by shadowing a range of Cost/Price professionals to gain experience in those areas of expertise. The intern will learn about contract change proposals, Source Evaluation Boards, evaluation of business systems and other contract related items. The Scholar will have an opportunity to interact with the integrated project team members. Candidates should have basic knowledge of accounting and financing rules and regulations, and knowledge of government contracts.

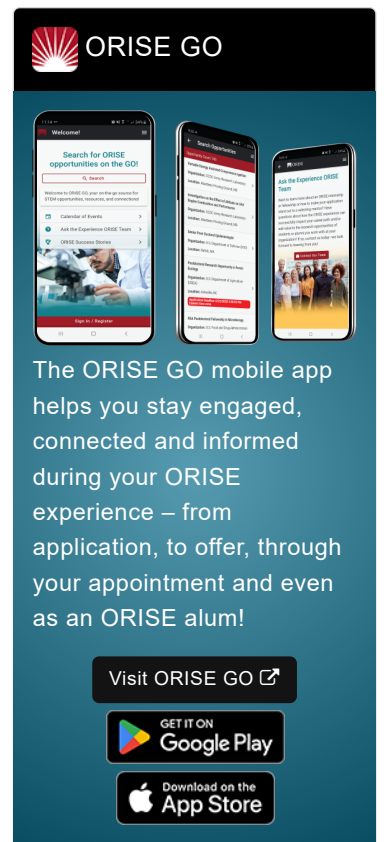
Stipends

The DOE Scholars program provides stipends based on the following scale:

- Undergraduate student – minimum of \$600 per week
- Graduate and post-graduate student - minimum of \$650 per week

Length and Location of Appointment

Appointment duration typically ranges from 8-12 weeks. Appointments will



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be virtual; no relocation will be required.

A complete application consists of:

- Profile Information
- Educational and Employment History
- Essay Questions (goals, experiences and skills relevant to this opportunity). You should indicate in your application if you have a preference between the two opportunities offered.
- Resume (pdf)
- Academic records - For this opportunity, an unofficial transcript or copy of the academic records may be submitted. Selected candidate must provide proof of enrollment in an academic program or completion of degree before the appointment can start.
- Recommendation - applicants are required to provide contact information for at least one recommendation in order to submit the application. You are encouraged to request a recommendation from a professional who can speak to your abilities and potential for success as well as your professional capabilities and personal characteristics. Recommenders will be asked to complete a recommendation in Zintellect. **Recommendation must be submitted through Zintellect by May 3, 2021, 8:00 AM EST.**

All documents must be submitted via Zintellect. All application components **must** be received in the system in order to be considered.

Additional Information

For more information on the DOE Scholars Program, visit <http://orise.orau.gov/doescholars/index.html> or contact us at doescholars@orau.org.

The DOE Scholars Program offers multiple opportunities during the year to accommodate the needs and schedule of individual sponsoring offices. Opportunities may have different eligibility requirements, benefits and deadlines. To be considered you must apply to each opportunity individually.

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Qualifications This opportunity is open to undergraduate and graduate students, and recent graduates who meet the following qualifications:

- Be a U.S. Citizen at the time of application.
- Be 18 years of age or older at the time of application.
- Be pursuing or have a degree in business administration, business management, accounting, finance or related field.
- Have effective communications, customer service, organization and interpersonal skills.
- Have experience with Microsoft Office Software Applications (Word, Excel, Outlook and PowerPoint).

Preferred Skills:

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- Basic knowledge of accounting and financing rules and regulations
- Ability to maintain and organize both paper and electronic files/folders
- Knowledge of SharePoint team sites, pages, lists, libraries, and calendars
- Be able to actively participate in team meetings
- Be process oriented to suggest improvements to system(s) inefficiencies

Eligibility

Requirements

- **Citizenship:** U.S. Citizen Only
- **Degree:** Associate's Degree, Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 60 months or currently pursuing.
- **Discipline(s):**
 - **Business** (4 )
- **Age:** Must be 18 years old by 5/3/2021