

Opportunity Title: U.S. Army Environmental Command (USAEC) Knowledge Management Intern

Opportunity Reference Code: Army-AEC-2022-0005

Organization U.S. Department of Defense (DOD)

Reference Code Army-AEC-2022-0005

How to Apply Click on *Apply* at the bottom of the opportunity to start your application

Description The U.S. Army Environmental Command (USAEC) at Joint Base San Antonio Fort Sam Houston, Texas is seeking a qualified intern who is currently pursuing, or has an earned bachelor's or master's degree in Computer Science or a related discipline.

Why should I apply and what will I be doing?

As an ORISE participant and under the guidance of a mentor, you will engage in a community of scientists and researchers and experience project planning, deployment and management. You will participate with a collaborative multi-disciplinary team whose mission is to improve knowledge management (KM) through the use of Technology. As a participant of the team, you will receive hands on learning and experience with a variety of environmental disciplines, including; researching, collecting, analyzing, and developing processes and tools to assist the Command as it migrates to SharePoint Online.

The US Army Environmental Command's (USAEC) mission is global, and you will have the opportunity to apply your skills and abilities to address KM issues and efforts not only locally but for larger efforts reaching across the Army environmental programs. You will have the opportunity to interact with environmental support managers, biologists, geologists, entomologists, archeologists, environmental restoration managers, as well as engineers while utilizing technology and your communication skills to address KM issues improving the flow of information across the U.S. Army's environmental programs.

Where will I be located?

Joint Base San Antonio - Fort Sam Houston, Texas

What is the anticipated start date?

The USAEC is ready to make appointments immediately. Exact start dates will be determined at the time of selection and in coordination with the selected candidate. Applications are reviewed on an ongoing basis and internships or fellowships will be filled as qualified candidates are identified.

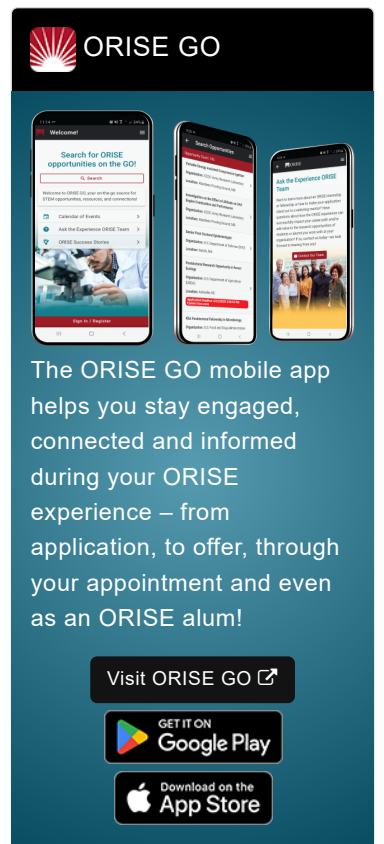
What is the appointment length?

This appointment is a twelve month research appointment, with the possibility to be renewed for additional research periods. Appointments may be extended depending on funding availability, project assignment, program rules, and availability of the participant.

What are the benefits?

You will receive a stipend to be determined by USAEC. Stipends are typically based on a participant's academic standing, discipline, experience, and research facility location. Other benefits may include the following:

- Health Insurance Supplement (*Participants are eligible to purchase health insurance through ORISE*)
- Relocation Allowance
- Training and Travel Allowance



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About U.S. Army Environmental Command (USAEC)

The U.S. Army Environmental Command (USAEC) proudly delivers environmental services and solutions in support of the Army's Environmental Program, enabling Army readiness and sustainability. For more than 40 years, USAEC has provided the knowledge, tools, and programs that support ready and resilient Soldiers, installations, and commands by balancing military training with sound environmental practices. Stewardship through ecosystem management is the underlying approach, and elements of the program include forest management, fish and wildlife (nongame and game), threatened and endangered species, habitat and community management, environmental awareness and environmental protection. For more information about the USAEC, please visit <https://aec.army.mil/>.

About ORISE

This program, administered by Oak Ridge Associated Universities (ORAU) through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and DoD. Participants do not enter into an employee/employer relationship with ORISE, ORAU, DoD or any other office or agency. Instead, you will be affiliated with ORISE for the administration of the appointment through the ORISE appointment letter and Terms of Appointment. Proof of health insurance is required for participation in this program. Health insurance can be obtained through ORISE. For more information, visit the [ORISE Research Participation Program at the U.S. Department of Defense](#).

Qualifications The qualified candidate will be currently pursuing or have completed a bachelor's or master's degree within the last 60 months. Highly desirable applicants are those with a degree in computer science or a related field.

Required Knowledge, Skills, Work Experience, and Education

- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, and Outlook);
- Experience in administrative support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases;
- Experience conducting internet research;
- Experience interfacing with customers;
- Strong communication skills (i.e., written, oral, telephone etiquette);
- Strong time management and organizational skills, including experience handling multiple assignments with competing deadlines.

Preferred skills:

- Experience organizing, tracking and coordinating large amounts of electronic information
- Experience with Microsoft SharePoint administration.

The successful applicant(s) will be required to comply with Environmental, Safety and Health (ES&H) requirements of the hosting facility, including but not limited to, COVID-19 requirements (e.g. facial covering, physical distancing, testing, vaccination).

A complete application consists of:

- Zintellect Profile

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- Educational and Employment History
- Essay Questions (goals, experiences, and skills relevant to the opportunity)
- Resume (PDF)
- Transcripts/Academic Records - For this opportunity, an unofficial transcript or copy of the student academic records printed by the applicant or by academic advisors from internal institution systems may be submitted. [Click here for detailed information about acceptable transcripts.](#)
- 1 Recommendations

Submitted documents must have all social security numbers, student identification numbers, and/or dates of birth removed (blanked out, blackened out, made illegible, etc.) prior to uploading into the application system. All documents must be in English or include an official English translation.

If you have questions, send an email to ARMY@orise.orau.gov. Please list the reference code of this opportunity Army-AEC-2022-0003 in the subject line of the email.

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Eligibility Requirements

- **Citizenship:** U.S. Citizen Only
- **Degree:** Bachelor's Degree or Master's Degree received within the last 60 months or currently pursuing.
- **Overall GPA:** 2.50
- **Academic Level(s):** Graduate Students, Post-Bachelor's, or Post-Master's.
- **Discipline(s):**
 - **Communications and Graphics Design** ([6](#) 👁)
 - **Computer, Information, and Data Sciences** ([17](#) 👁)
 - **Engineering** ([5](#) 👁)
 - **Mathematics and Statistics** ([1](#) 👁)
 - **Other Non-Science & Engineering** ([4](#) 👁)
- **Age:** Must be 18 years of age
- **Veteran Status:** Veterans Preference, degree received within the last 120 month(s).