

Internship Program Opportunities
U.S. Environmental Protection Agency
Office Of Water, Program Management Office
Washington, D.C.

Project # EPA Water 2009-125

An internship project is available at the U.S. Environmental Protection Agency's (EPA) Office of Water Project Management Office (PMO) in Washington, DC.

About the Program: The Office of Water (OW) is responsible for implementing more than half a dozen Acts and Statutes. OW's five programmatic offices currently manage over 56 Information Management (IM) systems to support Acts, Statutes, Mission, and Strategic goals. However, IM systems are substantially more complex today requiring compliance with Federal protocols and cross-program data-integration to support the Agency's strategic goals. It is important to ensure that IM systems support and are in alignment with the Office's business and programmatic needs. It is crucially important for OW to achieve this goal in order to improve the relevance and usefulness of information that is collected and managed by OW.

The PMO is a service organization created to support IM programs and investments. The PMO works collaboratively with EPA Programmatic Offices in managing Information Technology solutions for its projects in a cost effective manner. The PMO serves as a liaison between Program Offices and the Office of Environmental Information on various IM issues, and implements integrated projects that follow program management processes.

Project Description: OW's Web content has become increasingly stove-piped, and contains a great deal of duplicate content that often confuses end users. One of the main objectives of the OW Web Project is to reorganize OW's Web content to allow for intuitive, topical navigation by EPA end users. OW has chosen a commercial off the shelf product (CommonSpot) to automate content management and to address the above issues.

OW is seeking an individual who is interested in learning more about Web development as well as gaining other project-related skills. The intern will gain valuable experience in a fast paced, high energy Web development environment. The intern will also have exposure to a number of different areas within the organization and will be able to have personal interactions with many of the facets of IT and EPA business processes.

Specific Tasks: The intern will be mentored by the Office of Water's Web development team while learning valuable business practices. The intern will be involved in team activities that are focused on the process of migrating content into CommonSpot, the Office of Water Web Content Management System (WCMS).

The entire OW Web development team is responsible for:

- Troubleshooting Web problems or producing new functionality.
- Creating and implementing updates to content and software functionality.
- Assisting in developing innovative solutions to automate portions of the migration processes into CommonSpot.
- Creating and editing Web graphics.
- Monitoring migrated Web pages for the proper use of styles and content.

- Collaborating with the OW Web Council to develop workflow processes.
- Developing informal presentations.

Expected Results: The intern will learn how to help improve EPA's Web environment and content while gaining an appreciation of information technology in EPA's national water program and how the Office operates. In addition, the intern will be exposed to skilled IT project managers and learn project management techniques to deliver projects on time and within budget.

Intern Qualifications and Skills: Applicants should have received a bachelor's degree in environmental science or information technology within four years of the desired starting date, or completion of all requirements for the degree should be expected prior to the starting date.

Applicants should have strong organizational and interpersonal skills, be able to multi-task and perform in a fast paced team environment, and possess excellent writing, oral and analytical skills. Applicants should be creative and technology savvy, proficient with Microsoft Office products, and comfortable with a wide variety of office computer applications and presentation graphics.

Additional technical skills should include proficiency with HTML, CSS and Javascript. Significant experience is needed with HTML editors (preferably Dreamweaver) and with Adobe Photoshop. Experience with enterprise Web content management systems and ColdFusion is also desirable.

The program is open to all qualified individuals without regard to race, sex, religion, color, age, physical or mental disability, national origin, or status as a Vietnam era or disabled veteran. U.S. citizenship or lawful permanent resident status is preferred (but can also hold an appropriate visa status, however, an H1B visa is not appropriate). The intern must show proof of health and medical insurance. **The intern does not become an EPA employee.**

Stipend and Tenure: The appointment is for one year and may be renewed for a maximum of three years depending on funding availability. The annual stipend will be up to \$37,836 prorated on the actual level of participation. Housing, transportation and relocation costs will not be paid.

The EPA mentor for this project is Andrew Yuen. He can be contacted at (202) 564-6692 or at yuen.andrew@epa.gov

The Internship Program for EPA Water is administered by the Oak Ridge Institute for Science and Education (ORISE). Please reference Project # EPA Water 2009-125 when calling or writing for information. For additional information and application material contact: Internship Program - EPA Water, Attn: Betty Bowling - MS 36, ORISE, P.O. Box 117, Oak Ridge, Tennessee 37831 Phone: (865) 576-8503 Fax: (865) 241-5219 email: betty.bowling@ornl.gov

Sam Bryant serves as the EPA Office of Water internship program coordinator. His email address is bryant.samuel@epa.gov.

An application can be found at <http://www.ornl.gov/orise/edu/EPA/app-gugrgpd.pdf>.