



U.S. Department of Energy Oak Ridge Office Career Intern Opportunity

This is an opportunity for a two-year internship under the Federal Career Intern Program with the Department of Energy, Oak Ridge Office (ORO), Procurement and Contracts Division. The position is located in Oak Ridge, Tennessee. Throughout the internship you will participate in a formal training program and job assignments to develop competencies applicable to DOE's mission and needs. This position is being funded by the American Recovery and Reinvestment Act (ARRA). Funding for this Act expires on September 30, 2012. If a permanent position is not available on or before this date, the position will be terminated. **U.S. Citizenship is required.**

This position is perfect for new professionals who are looking for excellent benefits, including the potential for ongoing medical benefits after retirement.

Major Duties: At the full performance level, the selectee will perform the complete range of procurement activities including posting a request for companies to submit proposals based on a prepared statement of work; working with committees to review and evaluate submitted proposals in relation to the statement of work, and recommending a vendor to perform the work solicited. Once the vendor has been selected, the selectee will negotiate the contract and assist in managing it for its duration. During the internship, the selectee will also be administering grants through the American Recovery and Reinvestment Act to state and local governments.

Qualifications: To qualify as a GS-9, applicants must have two full years of progressively higher graduate education or Master's or LL.B. or J.D. degree from an accredited institution. Graduate education must have been in one or a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Applicants will be required to submit transcripts as proof of meeting the education requirement.

Salary: This position starts at a **GS-9 - \$47,448 per year** and has promotion potential to the **GS-12 level - \$89,450 per year.**

Benefits: Benefits include flexible work schedules; 401(k) style retirement savings and investment plan; paid vacation, holidays and sick leave, health, life and long term care insurance; dental and vision; and regular salary increases.

How to apply: Email your resume to dubedm@oro.doe.gov. Please put "Application for Contract Specialist Intern Position" in the subject line of your email, or fax your resume to (865) 576-9190. Resumes should be submitted no later than Friday, June 4, 2010.