



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, the experience gained from performing meaningful work at NASA Headquarters is invaluable.

About the Organization

NASA'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, and coordinates agency financial management activities with other federal agencies.

Internship Opportunities Available

The Office of the Associate Deputy CFO (ADCFO)

The Office of the Associate Deputy CFO (ADCFO) within NASA's Office of the Chief Financial Officer seeks an energetic student to join its team. You will work under the direction of the Director of the Mission Support Office and the Front Office Senior Advisor. This internship provides an excellent opportunity to learn the federal budget process and managing the execution and formulation for a multi-million dollar size organization.

Responsibilities may include but are not limited to:

- Assisting staff with budget preparation;
- Tracking and reporting financial data;
- Creating reports from SAP financial system utilizing Business Objects
- Assisting in the preparations of spending plans, budgets, and projections; and
- Assisting in the development of the FY17 budget for the Office of the Chief Financial Officer organization

Additional tasks may also include routine work supporting the office in which they work and related assistance to managers and staff. Candidate should have strong skills in data analysis, Excel, and database queries.

The Cost Analysis Division

The incumbent will be assigned to the Cost Analysis Division of the Office of the Chief Financial Officer at NASA Headquarters in Washington, DC. The responsibilities include working with senior level cost analysts and providing support and assistance in data analysis and model development. The work will help improve NASA databases or tools that are used by analysts to address key questions on project cost estimating such as: How much does it cost? How long will it take to build? Through the internship, the student may gain experience in exploratory data analysis, data visualization, and model building. Tasks may also include routine work supporting the Division. Candidate should have knowledge of statistics and computer skills including use of mathematical functions in Excel (or similar). Desired academic level: College students having completed freshman, sophomore, or junior years. Desired majors: Mathematics, engineering, or business.

The Strategic Investments Division (SID)

The Strategic Investments Division (SID) within NASA's Office of the Chief Financial Officer seeks an energetic student to join its team. You will work under the direction of the SID Director and division analysts. This internship provides an excellent opportunity to learn the federal budget process and managing the execution and formulation for a multi-million dollar size organization.

Responsibilities may include but are not limited to:

- a. Research and gather budget and schedule data on historical missions and portfolio performance to assist in analysis
- b. Formulate results and conclusions for presentations to Senior Leadership and Mission Directorates
- c. Provide support and assistance in internal budget deliberations/analysis
- d. Assist with process improvement and documentation for NASA's budget formulation process
- e. Review and analyze NASA and other federal agency benchmarking data

Additional tasks may also include routine work supporting the office in which they work and related assistance to managers and staff. Candidate should have strong skills in data analysis, Excel, and database queries.

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 June 6, 2016-August 5, 2016

Deadline to apply is Thursday, March 31, 2016