



Executive Office of the President Office of Administration

Software Engineer Internship June 20, 2011 – September 2011

The Office of Administration Student Internship Program is recruiting the nation's best and brightest software engineering students to the Executive Office of the President, Office of Administration. Software Engineer Interns (SEIs) will work with the newly created Internal Software Design Team (ISDT) which is revolutionizing computer usage and business processes in the Executive Office of the President, including the White House. SEIs will have tremendous impact throughout the organization by providing expert software development and business process engineering services. It has been shown that relatively little software development upfront can save many task hours in the future, while also increasing accuracy and reducing errors in data. Many repetitive and time-consuming tasks can often be automated. Software engineers are able to create data design and formatting solutions to handle future needs and ever changing goals. SEIs will lend their expertise to Executive Office of the President offices and help them automate tasks, streamline business processes, and optimally format data for future use.

Requirements:

- Software development experience.
 - Currently have earned or are pursuing a BS, MS, or PhD in computer science or a related technical field.

- Following are a plus
 - Experience developing Microsoft Office (particularly Excel and Word) macros.
 - Experience creating Microsoft Access databases and interfaces.
 - Experience with SQL and database design.
 - Experience with Collaborating tools, CRM, Open Atrium and/or Drupal.
 - Experience with any of the following languages/APIs.
 - JavaScript, PHP, C#, .NET Framework, ASP.NET, C/C++, Java
 - Experience writing COM add-ins (particularly for MS Office).

- Experience administering Apache, IIS, MySQL, and MS SQL.
- Excellent verbal and written communication skills.
- Project management experience.
- Technical documentation/writing experience.

Application Instructions:

Deadline to apply is 11:59pm EST April 30, 2011.

Send an email with the subject “OASEI Application” to ointernprogram@oa.eop.gov and include the following:

1. Attach a copy of your resume with the filename in the format of `firstname_lastname_resume.(pdf, doc, etc)`.
2. Attach a copy of your transcript with the filename in the format of `firstname_lastname_transcript.(pdf, doc, etc)`
3. Include a description (250 words max) of the software development project you are most proud of and what your role was in the development.
4. Have a maximum of two recommendations sent to ointernprogram@oa.eop.gov

Please contact 202-395-1088 or ointernprogram@oa.eop.gov with questions.