



FLORIDA DEPARTMENT of

management
SERVICES

We serve those who serve Florida

❖ **Position:**

Unpaid Internship with Division of State Group Insurance

❖ **Organization:**

Florida Department of Management Services, State of Florida

<http://www.dms.myflorida.com/>

❖ **The Florida Department of Management Services (DMS)**

is a customer-oriented agency responsible for managing various business-related functions throughout state government. Under the direction of Governor Ron DeSantis and DMS' Executive Leadership Team, the agency oversees the real estate, procurement, human resources, group insurance, retirement, telecommunications, private prisons, and fleet and federal property assistance programs utilized throughout Florida's state government. DMS is relied upon to establish, maintain, and improve the business processes used by state employees to create a better, not bigger, government. DMS facilitates the delivery of these programs and services and provides tools and training to bolster the efficiency and effectiveness of the state's workforce. It is against this backdrop that DMS strives to demonstrate its motto, "We serve those who serve Florida." Under the leadership of DMS Secretary Jonathan Satter, DMS' employees embody four pillars on a daily basis: establishing a process-oriented mindset; challenging the status quo; creating efficiencies; and respecting state employees.

❖ **Academic Term:**

Fall 2019 or Spring 2020

❖ **Work Hours per Week (Range):**

10 – 15 hours per week

❖ **Field(s) of Study:**

Economics, Actuarial Science, Mathematics, Statistics

❖ **Internship Summary:**

This is an unpaid educational internship that requires that the intern earn academic credit with an accredited university or college. This internship will provide exposure and training in health insurance products and plan design, financial reporting, research, actuarial studies, assessments, and analyses.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

DMS is committed to successfully recruiting and onboarding talented and skilled individuals into its workforce. We recognize the extensive training, experience, and



transferrable skills that veterans and individuals with disabilities bring to the workforce. Veterans and individuals with disabilities are encouraged to contact our recruiter for guidance and answers to questions through the following email addresses.

DMS.Ability@dms.myflorida.com

DMS.Veterans@dms.myflorida.com

An individual with a disability is qualified if he or she satisfies the skills, experience, and other job-related requirements for a position and can perform the essential functions of the position with or without reasonable accommodation.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must contact the DMS Human Resources (HR) Office at 850-488-2707. DMS requests that applicants notify HR in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a drug-free workplace. All employees are subject to reasonable suspicion drug testing in accordance with section 112.0455, Florida Statutes, Drug-Free Workplace Act.

The State of Florida and DMS participate in E-Verify. This federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Successful completion of a background screening will be required for this position.

❖ How To Apply:

Please go to <https://form.jotform.com/60114981268962> to complete the unpaid internship application. When prompted, please be sure to upload your resume. Email Karen Beard, Recruiter, at karen.beard@dms.myflorida.com with any questions.

