Position:
Internship with Division of State Purchasing, Bureau of Goods and Services

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 the various business and workforce-related functions of 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, technology, private prisons, 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 mission, “We serve those who serve Florida.” Under the leadership of DMS Secretary Jonathan Satter, DMS’ employees embody four pillars on a daily basis: lead by example, serve with excellence, create efficiencies, and challenge the status quo.

Academic Term:
Summer or Fall 2020

Work Hours per Week (Range):
10 - 15 hours per week.

Field(s) of Study:
Candidates seeking a degree in the following fields are encouraged to apply: Business Administration, Public Administration, Information Technology (or other IT related fields), Communications, Systems Administration, Project Management, Economics, or other Government related fields.

Internship Summary:
The Division of State Purchasing uses Florida’s purchasing power to deliver the best value in goods and services for state agencies and eligible users. The division strives to develop and implement sound procurement practices throughout the state and is dedicated to building strong relationships with state agencies, eligible users, and vendors. The division promotes fair and open competition in the state’s procurement process and provides professional leadership and guidance to state agencies.

The Bureau of Goods and Services, is responsible for procuring contracts for goods and services that are needed throughout the State of Florida. This includes goods and services such as office supplies, medical and dental supplies, motor vehicles, mail services, mail processing equipment, custodial services, pest control services, etc.
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 procurement, market analysis, vendor relations, staff assignments, and general research for state customers. Internship duties include, but are not limited to:

- Effective communication with internal and external customers
- Routing procurement documents for approval
- Updating Division policies and procedures related to Procurement
- Proofreading procurement documents
- Conduct market analysis
- Reviewing mathematical price sheets and calculations
- Escorting vendors to meetings

Internship preferences include, but are not limited to:

- Excellent communication skills
- Ability to work independently and as a team
- Written communication skills
- Establish effective working relationships

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 internship application. When prompted, please be sure to upload your resume. Email Karen Beard, Recruiter, at karen.beard@dms.myflorida.com