Position: Internship with the Division of State Purchasing, MyFloridaMarketPlace Program

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: Fall 2020

Work Hours per Week (Range): 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: Are you interested in gaining first-hand experience behind the scenes of one of the country’s most mature and complex government electronic procurement (eProcurement) systems? MyFloridaMarketPlace (MFMP) originally went live in 2003 and continues to lead the way in eProcurement across both state and federal government.

Alongside our business partner, the Department oversees vendor registration, sourcing, ordering, receiving, invoicing, and many other procurement and finance and accounting functions. Our goal is to support State of Florida agencies in reaching their mission statement, serving the citizens of Florida. MFMP connected 22,000 agency customers to 83,000 vendors, processing over $2.6 billion in vendor payments.

This is an unpaid educational internship and a great opportunity to earn academic credit with an accredited university or college. This internship will provide exposure and training in management of a large scale project involving a statewide eProcurement system, analytics related to transactional information from State of Florida payments to vendors, and complex communication of findings based on completed analytics and results. Over the semester, the intern will work alongside both Department professionals and Contractor staff.
You will begin your internship learning all about MFMP and our project management model from the MFMP Team. Under the guidance of our Billing and Collections Lead and Vendor Liaison, you will be involved in analyzing state payments received by vendors, comparing those findings to transaction fees paid by those vendors, and ways to conduct both vendor and agency outreach related to collecting additional fees, as identified.

This opportunity will help hone important skills, such as data analysis practices, effective communication in a professional environment, critical thinking, and complex problem solving. Our team will provide regular guidance and feedback and will be responsible for helping you further develop the skills you need for a successful career.

Interested candidates should be research driven and able to use data analytics to compile and compare large sets of data. Candidates should possess excellent verbal and written communication skills. Candidates should also have a working knowledge of Microsoft Office Suites components and be able to create pivot tables, charts, and graphs in excel.

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 with any questions.