Position:
Internship with the Division of State Purchasing, Bureau of IT and Special Projects

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 Semester of 2020

Work Hours per Week (Range):
The selected candidate will be expected to work 15 to 20 hours a week for the duration of the Fall 2020 Semester.

Field(s) of Study:
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 curious enough about the future of Information Technology Procurement to help us shape it? Our supportive and inclusive culture at the Department of Management Services enables students to make an impact before they even join the Department.

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 to those who desire to gain insight and knowledge of the laws, rules, policies, and procedures that govern IT Procurements. Over the course of the Semester, you will work alongside our professionals throughout the Division.

The first week of the Internship will be dedicated to on-the-job training, coaching and technology onboarding. You will also have an opportunity to engage with our professional staff and Executive Leadership within the Division of State Purchasing. Under the guidance and coaching of our professionals, you will experience working on real projects such as conducting analysis of contracts comparable in size and scope and providing recommendations to upper management, retrieving spend data, documenting and reporting costs savings and costs avoidance related to IT procurements, and assisting with other high profile projects as assigned.
You will also hone important skills, such as effective writing, presenting and networking. Throughout your journey, our professionals will provide regular feedback and guidance and will be responsible for helping you develop the skills you need to succeed.

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.

❖ 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.

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.