Position:
Internship with the Division of State Purchasing, Professional Development Unit

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):
The selected candidate will be expected to work 10 to 15 hours a week for the duration of the Fall 2020 Semester.

Field(s) of Study:
Human Performance Technology, Communications, Educational Technology, Instructional Design, Curriculum and Instruction, or other Education related fields.

Internship Summary:
This unpaid internship opportunity will expose candidates to the principles of training and instructional design, all within the context of purchasing, contract management, and contract negotiation.

The successful candidate will contribute to and evaluate past, current, and proposed trainings for the Division, and will be expected to utilize technology to best design, develop, and deliver trainings. Candidates will be exposed to authoring software such as PowerPoint and the Storyline Suite. While experience with e-learning is not required, it is recommended candidates be familiar with the Microsoft Office Suite and general cloud-based content services, such as OneDrive or SharePoint.

In addition to developing technical skills, the candidate can expect to hone other skills, such as presenting, technical writing, reading analysis, and networking. The Division of State Purchasing, and DMS as a whole, house a wealth of knowledge from individuals that represent multiple skills sets and faucets of information. These professionals will be key in the success of this position and the growth that stems from it.
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](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.