



## **Federal Executive Board of Minnesota**

Suite 940, 5600 American Boulevard West

Bloomington, Minnesota 55437

(612) 713-7200, Facsimile (612) 713-7203, [www.minnesota.feb.gov](http://www.minnesota.feb.gov)

### **Volunteer Student Executive Internship with Federal Executive Board of Minnesota**

#### **Position Description**

Volunteer student executive interns will work in the coordinating office to all 290+ Federal Government offices in the State of Minnesota with 34,000+ employees. Federal Executive Boards (FEB) were established in 1961 to improve coordination among Federal activities and programs outside Washington, D.C.

#### **Major Duties:**

Volunteer interns to the board are generalist, project based positions that assist the FEB Executive Director and Assistant Director in many diverse activities including:

- Working with a wide variety of Federal facilities to maintain critical FEB information infrastructure used in communications and emergency preparedness to offices in the following locations -- Metropolitan Twin Cities, Greater Minnesota, North and South Dakota, Washington Offices including the Office of Personnel Management and Executive Office of the President
- Informing Congressional Offices in the state of FEB activities
- Accompanying the Executive Director on visits to agency administrators
- Serve as the office liaison to FEB Interagency Councils during meetings and events
- Provide direct support to FEB Councils
- Assisting Assistant Director with a wide variety of statistical evaluations and other duties
- Developing surveys to agencies on a wide range of issues
- Preparing publications and flyers
- Tabulating survey results to enhance the FEBs statewide communications network
- If computer skills permit, website development, desktop publishing and IT management.

#### **Qualifications**

**All applicants must be a United States citizen.** All students in the Volunteer Student Internship program must be enrolled or accepted for enrollment as degree seeking students, taking at least a half-time academic or technical course load in an accredited 4 year program, graduate school or in a post-undergraduate college/university program. Students who have graduated from undergraduate or graduate schools within 2 years may also be considered. Students must also be in good academic standing, ideally maintaining a G.P.A of 3.0 or higher.

**Secondary Qualifications: In addition to meeting the basic Qualifications Requirements, successful applicants will also:**

1. Work well in a team environment.
2. Have very strong organization and communication skills, and be detail oriented.
3. Have a working knowledge of computer applications such as Microsoft Office or other software packages.
4. Have excellent writing, reading and interpersonal skills, and be able to simultaneously organize a variety of assignments and meet tight deadlines.

Turn Page Over For Additional Information

### **Conditions of the Internship:**

1. Applicants are advised that falsified answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of an internship, or dismissal after being accepted as an intern.
2. All information provided by an applicant is subject to verification.
3. Selection for this position is contingent upon proof of U.S. Citizenship. Examples of acceptable documentation may include a U.S. passport, original or certified copy of a birth certificate issued by a state, county, or municipal authority; a certificate of U.S. citizenship.
5. All applicants are subject to a criminal background check that may include fingerprint analysis, before formal appointment to a Federal Executive Board executive internship.
6. You may be discharged at any time, based on performance, ethical, or conduct issues.

### **How You Will Be Evaluated:**

You will be evaluated based upon written responses you provide on the job specific questionnaire that is required as part of the application process for this position.

You will be evaluated based upon your verbal responses that you provide during a structured interview. In responding to structured interview questions you should be sure to cite specific examples of experience, explain exactly what you did, and the outcome.

Interns are unpaid volunteers with no U.S. Government status or benefits. Volunteers may be reimbursed for certain out-of-pocket expenses such as mileage to special events after approval by FEB staff.

### **Hours and Location:**

Hours are flexible during normal business hours, Monday through Thursday. The Offices are located in Suite 940 of the 5600 Building located on American Boulevard West in Bloomington, MN. This building sits directly southwest of the intersection of Interstate 494 and Highway 100 (<http://mapq.st/riJMAi>). This business park is accessible by public bus transportation and free parking is available.

### **Additional Information:**

For more information on internships with the Federal Executive Board of Minnesota: Find FEB\_Minnesota on Facebook, Follow FEB\_Minnesota on Twitter, and call

Ray Morris, Executive Director, at (612) 713-7200. See the FEB website for background information on the Federal Executive Board at <http://www.minnesota.feb.gov>.

Primary supervisor of this position: Alyssa L. Poucher, Assistant Director  
Contact Information: email: [Alyssa.L.Poucher@nbc.gov](mailto:Alyssa.L.Poucher@nbc.gov) ; phone (612) 713-7200