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GSA Summer Internship Program 2024/2025 Apply Now

Description

Embark on a rewarding summer experience with the GSA Summer Internship Program for 2024/2025. The General Services Administration (GSA) invites enthusiastic and motivated students to be part of a dynamic team contributing to the efficiency and effectiveness of the federal government. This internship provides a unique opportunity to gain practical experience and exposure to various aspects of government operations.

Responsibilities

- Collaborate with GSA teams on projects related to government administration, real estate, procurement, and more.
- Assist in data collection, analysis, and preparation of reports.
- Participate in meetings, workshops, and training sessions to enhance your understanding of federal operations.
- Contribute to administrative tasks, documentation, and project coordination.
- Engage with mentors and professionals to maximize your learning experience.
- Support day-to-day operations within assigned departments.

Qualifications

- Currently enrolled as a full-time undergraduate or graduate student.
- Pursuing a degree in a relevant field such as Public Administration, Business, Information Technology, or a related discipline.
- Strong academic standing with a minimum GPA of 3.0.
- U.S. citizenship is required.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively.

Experience

- Prior internship experience in government, public administration, or related fields is a plus.
- Familiarity with federal government operations and policies is advantageous.

Skills

- Strong analytical and problem-solving skills.
- Proficient in Microsoft Office Suite.
- Effective communication and presentation abilities.
- Adaptability and willingness to learn new skills.
- Detail-oriented with excellent organizational skills.

Job Benefits

Hiring organization
GSA

Employment Type
Intern

Duration of employment
6 Months

Industry
Government Administration

Job Location
Washington, D.C., United States,
20001, Washington, D.C., United States

Working Hours
8

Base Salary
10

Date posted
May 28, 2025

Valid through
25.02.2027

- Competitive stipend for the duration of the internship.
- Exposure to various aspects of federal government operations.
- Networking opportunities with professionals in government and related fields.
- Mentorship from experienced GSA employees.
- Potential for academic credit (subject to educational institution policies).

How To Apply

Interested candidates should submit a resume, cover letter, and academic transcripts. Please include "GSA Summer Internship Application" in the email subject line. In your cover letter, highlight your motivation for applying, relevant skills, and how this internship aligns with your career goals. Shortlisted candidates will be contacted for interviews.

The General Services Administration is an equal opportunity employer and encourages applications from individuals of all backgrounds. U.S. citizenship is a requirement for participation in this internship program.