**SPACE + FACILITIES INTERNSHIP**

**DESCRIPTION**

**Breathe easy.** Do your part in solving public health issues of the heart, lung, and blood by joining the Space and Facilities Management (SFMGMT) section of the NHLBI, NIH! We are looking for a dynamic team member to join the SFMGMT to assist in all aspects of administration for both day-to-day operations and long-term projects. The NHLBI portfolio is broad, encompassing investigations into the basic principles of molecular, cellular, and organ-level biology and their relationship to disease.

The SFMGMT is responsible for the management of +350,000 sqft of clinical space, biomedical research laboratories, and administrative office space on the main NIH campus and surrounding areas. The student intern reports to the SFMGMT deputy section chief, who will manage workflow and provide supervisory oversight and guidance. The position is located on the main NIH campus in Bethesda, Maryland, which is bus/bicycle/metro accessible.

**NECESSARY BACKGROUND**

- **Current undergraduate student** with a minimum 3.0 GPA pursuing a BArch, or BS/BA in engineering, facility planning, project management, or related;
- **Software**: proficiency in the Microsoft Office suite; familiarity with Adobe Illustrator and AutoCAD;
- **Capable of self-directed critical thinking**;
- **Dynamic personality** with a high level of interpersonal skills in order to deal effectively and persuasively with staff at all levels of an organization;
- **Successful time management and communication skills**.

**RESPONSIBILITIES**

- Survey, document, and catalogue existing NHLBI facilities
- Create, update, and refine AutoCAD drawings (drafting)
- Update and correct existing space database and personnel information
- Assist in generating presentation materials using floor plans, data, images, graphs, graphics, etc.
- Help create cohesive AutoCAD standards library and Standard Operating Procedures (SOPs)
- Research various construction materials and methods, including: interior furnishings, finishes, fixtures, and equipment
- Assist in maintaining and updating automated equipment monitoring system
- Coordinate educational activities for the rest of the team
- Organize and update materials library
- Assist architects with various project-related tasks as needed

**COMPENSATION**

The selected candidate will receive a **stipend of up to $2,240/month** (full-time level) based on current level of education and agreed upon work schedule; + Metro SmarTrip benefit.

**SCHEDULE**

- **8-16 hours/week** (part-time during semesters)
- Up to 40 hours/week (full-time during breaks)
- Specific work schedule to be determined and agreed upon by student and deputy section chief.

**HOW TO APPLY**

Interested undergraduate students should submit their resume, unofficial transcript, and statement of interest to Brett Siebenhar, Deputy Section Chief, at brett.siebenhar@nih.gov with the subject heading of **SFMGMT Intern.**