



<https://www.futureintern.online/job/osc-internship/>

OSC Internship Students Opportunities 2025 | Open Position

Description

The OSC Internship Program offers talented and motivated students an exciting opportunity to gain hands-on experience in a dynamic and professional environment. Interns will be placed in various departments within OSC, where they will contribute to impactful projects while enhancing their skills and knowledge. The internship is designed to provide valuable learning experiences, preparing students for future careers by exposing them to real-world applications and industry practices.

Responsibilities

Interns will be assigned to different departments based on their academic background and interests. Key duties and responsibilities may include:

- Assisting in daily operations and administrative tasks such as data entry, filing, and document organization.
- Participating in research projects and helping to gather, analyze, and interpret data.
- Supporting teams in creating presentations, reports, and other documentation for internal and external use.
- Contributing to team brainstorming sessions, offering fresh ideas and insights.
- Assisting in the preparation and execution of events, presentations, or workshops.
- Collaborating with staff on a variety of projects and tasks within the department.
- Learning and applying industry-specific software tools and technologies.
- Shadowing professionals to gain exposure to various roles and career paths.
- Assisting in improving existing processes or creating new solutions for departmental needs.
- Completing special projects as assigned by supervisors

Qualifications

- Currently enrolled as a full-time student in a relevant undergraduate or graduate degree program.
- Must be at least 18 years of age.
- A minimum GPA of 2.7 (or as specified by the department).
- Availability to commit to 10-20 hours per week, depending on academic schedule and internship requirements.

Experience

- Prior internship or work experience is not required, but previous involvement in related coursework, extracurricular activities, or volunteer roles is a plus.
- Experience with research, data analysis, or project management may be beneficial depending on the department placement.

Hiring organization

OSC Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

NW. Washington, D.C., United States, 20001,, NW. Washington,, D.C.,, United States

Working Hours

8

Base Salary

10

Date posted

November 30, 2024

Valid through

13.11.2026

Skills

- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); knowledge of other tools (e.g., data analysis software, design tools, etc.) is a plus.
- Analytical thinking and problem-solving abilities.
- Strong attention to detail and organizational skills.
- Ability to work both independently and as part of a team.
- Time management skills and ability to prioritize tasks effectively.
- A proactive attitude with a willingness to take initiative and learn new things.
- Adaptability to changing work environments and project requirements.

Job Benefits

- Gain real-world, hands-on experience working on meaningful projects.
- Build professional skills that will be valuable in future career paths.
- Network with industry professionals and potential mentors.
- Access to internal training, workshops, and career development resources.
- Opportunity to earn academic credit (if applicable, based on school policy).
- Flexible working hours to accommodate academic schedules.
- Potential for future employment opportunities with OSC.
- Gain exposure to a variety of departments and roles, broadening career options.

How To Apply

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To apply for the OSC Internship Program 2025, please submit the following:

1. A completed application form available on the OSC website or internship portal.
2. An up-to-date resume outlining relevant academic coursework, extracurricular activities, and any prior internship or volunteer experience.
3. A cover letter detailing your interest in the internship, specific department preference and your career goals.

[Job Vacancies Portal Here:](#)