1 – Name of Project: Superfund Historical Financials

2 – Contact Person Information:

Name: Dana Jones
Office: OSRTI
Division/Branch: Resources Management Division/Budget Planning and Evaluation Branch
Phone Number:

3 – Project Description:

Background of Project Area:
The Superfund Remedial Program is improving its capacity to report historical financial information and is seeking an energetic intern who is interested in exploring financial data to answer questions, improve reporting and assist decision makers. EPA obligates more than a billion dollars annually in appropriated funds, state cost-share contributions and Potentially Responsible Party settlement resources to support the Superfund program. The Superfund Remedial Program maintains a database that is used to report historical Superfund financial data from across the agency. The intern will have an opportunity to help the program improve historical financial data capabilities and will learn about the financial environment of a very interesting federal government program. The money spent though the Superfund program goes toward cleaning up some of the nation's most contaminated land. To protect public health and the environment, the Superfund program focuses on making a visible and lasting difference in communities, ensuring that people can live and work in healthy, vibrant places.

Tasks to Be Completed By the Intern:

Objective(s) –
- Improve financial data quality, queries and reporting to help provide important financial information to staff, decision-makers and members of the public.
- Learn about the financial environment of the Superfund program

Task(s)/assignment(s) –

- Become familiar with the Superfund program's financial environment
- Learn how to query and develop reporting tools for Superfund financials
- Review/QA and improve existing financial data queries
- Teach other staff the best practices you learn/develop during your internship, to query and report on Superfund financials

4 – What skills are needed for this project?

- Interest in learning about the financial environment of a federal agency
- Solid background (or interest in expanding capabilities) in dealing with large data sets using tools such as: Excel, Access, SQL; and/or any other scripting/visualization languages, programs or tools
- Ability to solve problems and communicate effectively (written and verbal)
- Ability to work independently and use unstructured time effectively
- Has a friendly, professional approach and knows how to be assertive when appropriate

5 – Is travel or training involved? No

VOLUNTEER INTERNSHIP PROGRAM

OFFICE OF SUPERFUND REMEDIATION AND TECHNOLOGY INNOVATION (OSRTI)

PLEASE REVIEW THE FOLLOWING INFORMATION FOR INSTRUCTIONS ON HOW TO APPLY:

REQUIREMENTS
- At least 16 years of age
- Applicants must be current students pursuing a degree or certificate in a qualifying educational institution
- Able to provide a current transcript (official or unofficial accepted)
- Able to provide proof of enrollment (letter reflecting good standing and continued enrollment)
- Review attached project descriptions for prerequisites and/or knowledge/experience requirements

TIME COMMITMENT
- Projects are available during the following timeframe **May 20, 2019- September 01, 2019**
- Students must commit a minimum of 2 weeks
- Schedules may vary according to project and/or manager approval

POSITION LOCATION(S)
Environmental Protection Agency
One Potomac Yard
2777 Crystal Drive
Arlington, VA 22202

INTERNSHIPS RELATED TO THE FOLLOWING FIELDS OF STUDY
Accounting, Biology, Business Administration, Chemistry, Communications, Computer Science, Economics, English, Environmental Justice, Environmental Sciences, Information Systems, Political Science, Public Administration and more!

HOW TO APPLY
Visit for a complete listing of our internships
 https://www.epa.gov/careers/volunteer-unpaid-internship-opportunities-currently-open-epa
- Send resume and cover letter -**with the project title in the subject line** to
  Jones.Dana@epa.gov