



# Executive Office of the President

## Office of Administration | Office of Management and Budget

### Summer 2024 Internship Opportunity

#### INTRODUCTION TO THE EXECUTIVE OFFICE OF THE PRESIDENT INTERNSHIP PROGRAM

We are pleased to announce that the Executive Office of the President (EOP) has launched an EOP-wide paid internship program. The EOP Internship Program will provide a stipend to participants.

The EOP is comprised of fourteen Components, including: The White House Office (WHO), the Office of the Vice President (OVP), the Council of Economic Advisers (CEA), the Council on Environmental Quality (CEQ), the Office of Administration (OA), the Office of Management and Budget (OMB), the Office of the National Cyber Director (NCD), the Office of National Drug Control Policy (ONDCP), the Office of Science and Technology Policy (OSTP), the Office of the United States Trade Representative (USTR), and more.

#### INTRODUCTION TO THE OFFICE OF ADMINISTRATION

OA is committed to providing stellar administrative and business support services to all 13 components within the EOP. Services we support include financial management, information technology support, human resources management, library and research assistance, facilities management, procurement, design and printing, mail and logistics, personnel and physical security, counterintelligence, emergency preparedness and enterprise communications, legal support services, and more.

#### INTRODUCTION TO THE OFFICE OF MANAGEMENT AND BUDGET

OMB oversees the implementation of the President's vision across the Executive Branch. OMB carries out its mission through five main functions across executive departments and agencies: 1) budget development and execution; 2) management, including oversight of agency performance, procurement, financial management, and information technology; 3) coordination and review of all significant Federal regulations from executive agencies; 4) clearance and coordination of legislative and other materials; and 5) clearance of Presidential Executive Orders and memoranda to agency heads prior to their issuance.

#### PROGRAM DETAILS

The Summer 2024 term begins on June 10, 2024 and ends on August 16, 2024. Interns will receive a stipend of \$7,500 for participation in the program. Internships will be hosted in person on the White House campus, located in Washington, D.C. Interns selected for a position with OMB will be officially notified by the OMB Internship Program Office via e-mail. Candidates must be able to report to the campus in Washington, D.C. Relocation support and living accommodations are not provided. This announcement is for full-time (35-40 hours/week, Monday-Friday) internships.

#### ELIGIBILITY REQUIREMENTS

- Must be a U.S. citizen
- Must be 18 years of age or older
- Males must be registered with Selective Service
- Must be currently enrolled in an accredited undergraduate or graduate college, community college, or university
- Applicants must also be a continuing student with the expectation and intention of continuing their course of study the semester/quarter immediately following the completion of the internship (i.e., returning to school in the Fall semester following the Summer session)
- Must obtain a favorable security determination and pass a pre-employment drug test

#### APPLICATION PERIOD

Interested students can apply at: Internships Within the Executive Office of the President | The White House. Please note this application link includes internship opportunities for both OA and OMB. The application will be open from October 16, 2023 through November 19, 2023 at 11:59 PM ET. For more information, please contact: [MBX.OA.OCAO.EOPInternProgram@oa.eop.gov](mailto:MBX.OA.OCAO.EOPInternProgram@oa.eop.gov).