



Smithsonian Institution

Office of Advancement

**Internships with the
Office of Advancement
Smithsonian Institution
Washington, DC
(revised 12/14/10)**

Each year, undergraduate and graduate internships are available in the Office of Advancement. Internships are typically offered during the summer, winter/spring and fall semesters, and academic credit may be arranged through the intern's school. All Internships are located in or near the Smithsonian Castle on the National Mall, Washington, DC.

While all of our internships are unpaid appointments, they provide an excellent foundation for future development-related careers. Interns work within specific departments as well as interacting with development professionals throughout the Institution.

HOW TO APPLY:

Application for any Smithsonian Internship can be made via the online application system (<https://solaa.si.edu>). For Office of Advancement Internships, please select **Office of Development** (our name has recently changed) from the drop down list of options on the online system.

Internship applications are received throughout the year on a rolling basis. However, the following target dates are useful to keep in mind:

December 1 – for Winter/Spring Internships
April 1 – for Summer Internships
July 1 – for Fall Internships

The online application requires five components (to be uploaded into the online application system):

- completed online application
- essay describing how an internship with the Office of Advancement would meet your own personal goals
- resume
- two letters of recommendation (the system allows you to generate an email request to your references, and they will be instructed on how to upload their

letters directly. If you already have letters of reference, you may upload them directly.)

- academic transcript (non-official is acceptable)
- writing samples (required for the Communications Internship only)

Instructions for completing these components are provided in the online application system.

PLACEMENT AND NOTIFICATION:

Smithsonian Internships are very competitive, and we may receive many more applications than positions available. If you have a question regarding the status of your application, contact the Intern Coordinator listed below via email only. Please allow four to six weeks from the time we receive all components of your application for placement notification.

Please note that all internships in the Office of Advancement are classified as Non-Critical, Sensitive appointments. As such, all internships are subject to a background check. When an offer letter is issued, the offer is tentative until the background check has been completed with a successful result. Form OF306, Declaration for Federal Employment (also available online at <http://www.opm.gov/forms>), will be included with any offer letter.

Thank you for your interest in Internships in the Office of Advancement, and good luck in your internship endeavors.

Questions? Please contact:

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