The Congressional Research Service is seeking students for the following paid summer internship opportunities. Students of underrepresented groups or individuals with disabilities are encouraged to apply.

Knowledge Services Group – (Administrative Section)
The intern will work with a collaborative team of CRS and Library staff to prepare for a multi-day international conference on library and research services for national parliaments hosted by the Library of Congress, August 10-12, 2016. The conference will be attended by 150 delegates and special visitors, possibly a few or former members of Congress and congressional staff. Tasks include compiling, writing, designing and organizing conference documents, such as training materials, programs, agendas, directions and maps; scheduling activities; assisting with online registration and responding to general questions from delegates; writing blog posts for the conference website and other social media activities. The project may also require researching and organizing Washington D.C. visitor activities and preparing documents and signage (in English, French and/or Spanish as appropriate). The intern will assist with staffing the registration desk during the conference and assist with printing documents, name tags, etc. The intern will coordinate and usher groups of delegates at activities, including tours to different divisions of the Library and to the Capitol. The intern is expected to keep records, compile statistics and prepare lists/information related to the conference and delegates. The intern will assist in the three social programs scheduled in the evening during the conference. In addition to conference related tasks, the intern will assist in general administrative work in the KSG. This position requires excellent oral and written communication skills, organization skills, diplomacy, ability to use Microsoft Word, Excel, PowerPoint, write blog postings, foreign language skills a plus. Students in hospitality management, business administration, international relations, public affairs, public relations, or communications programs desired.

Office of Information Management and Technology – (Office of the Deputy Chief Information Officer)
The intern will work on the design, development, and implement the CIO Dashboard for CRS. The CIO Dashboard is a critical infrastructure tool intended to facilitate the day-to-day management of the entire IT portfolio of projects and solutions implemented for CRS. It will provide the chief information officer and deputy chief information officer with critical insights into tracking the ongoing delivery of capabilities as well as providing statistical tracking of ongoing day-to-day aspects of the CRS Information Technology enterprise. In addition to supporting the internal operations of the IMT team, the CIO Dashboard will provide a critical method of ongoing communication with the CRS user community and provide a new method for engaging with users to make them aware of current system health, performance, tickets, FAQs, etc. The CIO Dashboard will provide critical insights into the ongoing efforts by IMT and provide transparency into efforts initiated by the research divisions. It also provides a forum for tracking the governance of the ongoing systems, priorities, and enables an informed dialogue regarding how requirements can be re-prioritized given limited resources. Students currently enrolled in a bachelors or masters program in computer science or engineering preferred. Educational or on-the-job experience developing software applications using strongly typed object-oriented programming (.NET, C#, Java) preferred. Intern with strong software design aptitude, familiarity with SharePoint 2013 and Microsoft SQL Server desired. Should possess the ability to work at all levels of the stack (database, back-end, front-end), and work in small teams.
Office of Information Management and Technology – (Application Development Services Section)
The intern will work to develop the wireframes and final HTML, CSS, graphics, JavaScript. Solution should be system neutral (e.g. no baggage from existing boxcar solutions such as WordPress, Drupal, SharePoint, etc.). The solutions should be adaptable to mobile, desktop and other form factors as needed with as little re-work as possible. The selected person will work on the CRS ConAn project and participate in the process of developing the website’s new design and functional prototype. Intern should have the ability to do front end web design using HTML, CSS, Bootstrap, JavaScript, graphics creation, and APD to assemble web sites (from wireframes to finished design for mobile and desktop applications). Students with majors in computer science, graphics design, and web design preferred.

Office of Information Management and Technology – (Information Architecture, Analytics, and Data Section)
The intern will aid in the arrangement and description of the CRS Archives, and the development of finding aids for locating materials within the CRS Archives. Intern with an interest in SharePoint will work on developing an Archives portal for storing records and finding aids, and an assignment of subject metadata for products added to the CRSX repository. The skills required for this position include knowledge of and experience working in an archives, knowledge of archival arrangement and description, organizational skills, excellent attention to detail, able to work independently, and basic computer skills. Student pursuing masters in library science with concentration in archives is preferred; other degrees considered are masters in science archives, museum studies, and information science.

Each position offers a salary range of $13.45 - $25.60/hour. U.S. Citizenship is required. To apply, please send your resume and unofficial transcripts to Eliamelisa Gonzalez at egonzalez@crs.loc.gov. You can also contact Ms. Gonzalez at (202) 707-6399. Application deadline is February 26, 2016. Interns may be eligible for the Metro Transit Subsidy Program. For more information about CRS, please go to http://www.loc.gov/crsinfo/.