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## GSA Internship Students Recent Graduate 2024

### Description

Embark on a dynamic career with the General Services Administration (GSA) Internship Program for Recent Graduates. This opportunity is designed to provide a platform for recent graduates to contribute to impactful projects, gain hands-on experience in government administration, and develop their skills in a collaborative and innovative environment.

### Responsibilities

- Contribute to the planning, execution, and evaluation of various projects within the GSA.
- Engage in research, data analysis, and report preparation to support decision-making processes.
- Collaborate with cross-functional teams on initiatives related to procurement, real estate, technology, and sustainability.
- Assist in day-to-day administrative tasks and contribute to the overall efficiency of GSA operations.
- Participate in meetings, workshops, and training sessions to enhance your knowledge of government operations.

### Qualifications

- Recent graduate with a Bachelor's or Master's degree in Public Administration, Business, Political Science, or a related field.
- Strong academic record and a genuine interest in government operations and public service.
- Excellent communication and interpersonal skills.
- Ability to adapt to a fast-paced and dynamic work environment.
- Enthusiastic and proactive approach to learning.

### Experience

- Previous internship experience in government, public administration, or related fields is advantageous but not mandatory.

### Skills

- Proficiency in Microsoft Office Suite.
- Analytical and problem-solving skills.
- Strong organizational and time management abilities.
- Ability to work collaboratively in a team-oriented environment.
- Familiarity with government processes and regulations is a plus.

### Job Benefits

- Exposure to various aspects of government administration and public service.
- Networking opportunities with government professionals.

### Hiring organization

GSA

### Employment Type

Intern

### Duration of employment

6 Month

### Industry

Government Administration

### Job Location

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

### Working Hours

8

### Base Salary

10

### Date posted

November 7, 2024

### Valid through

10.12.2025

- Mentorship and professional development programs.
- Potential consideration for future employment opportunities within the GSA.
- Competitive stipend/salary.

**How To Apply**

Interested candidates should submit their resume, a cover letter expressing their interest, and academic transcripts. Please use the subject line "GSA Internship Application – Recent Graduate." Shortlisted candidates will be contacted for interviews.

Join the GSA Internship Program for Recent Graduates and kickstart your career in government administration. We look forward to welcoming dedicated and motivated individuals to our team.