Executive Secretary Section, 1 or 2 positions

The U.S. Commodity Futures Trading Commission (CFTC) is seeking a Masters of Library Science student intern for the Executive Secretary Section (located within the Executive Secretariat Branch in the Office of the Executive Director) in Washington, DC for the spring 2016 academic semester. This position is unpaid. Interested students must respond by November 25, 2015. Please see How to Apply in this posting for details and contact information.

The mission of the CFTC is to protect market users and the public from fraud, manipulation, abusive practices and systemic risk related to derivatives that are subject to the Commodity Exchange Act, and to foster open, competitive, and financially sound markets. Additional information regarding the oversight responsibilities of the CFTC may be obtained by accessing the following link: http://www.cftc.gov.

Key Requirements:
- Background/Security Investigation.
- Relocation expenses will not be paid.

About the Office and Duties:
The Executive Secretary Section (“the Secretariat”) maintains many of the permanent records of the agency created from its foundation in 1975 through the present day. Over the years, the Secretariat has accumulated a number of tracking/indexing databases and other finding aids for the records it manages. However, these databases and finding aids are not themselves well-documented or comprehensively catalogued. Moreover, at least several of these databases and finding aids are based upon conceptual designs from the 1980s and early 1990s, and have not been significantly updated to take advantage of new technology and changes in best practices. Similarly, the Secretariat has also accumulated a large volume of working and reference materials (mostly in electronic form) pertaining to its own operations. These materials are not systematically organized or catalogued, nor have they been regularly weeded to separate holdings with continuing value from those that are superseded or obsolete. The overall goal for the MLS Intern is for the incumbent to assess these two collections (i.e., (1) tracking/indexing databases and finding aids and (2) working and reference materials); propose specific solutions to improve and modernize the management of those collections; and, as feasible, implement the proposed solutions.

Specifically, you will:

Review the various Secretariat record tracking/indexing databases and other finding aids including, among others, those tracking the following: (1) seriatim matters; (2) absent objection matters; (3) informational memos; (4) incoming and outgoing correspondence and other documents; (5) CFTC regulation and Federal Register entries and comments; and (6) Freedom of Information Act requests for confidential treatment. You will also review the Secretariat’s working and reference materials pertaining to its own operations to determine how to systematically organize and/or catalogue such materials as well as how to best separate holdings with continuing value from those that are superseded or obsolete.

Suggest improvements and system design changes to the various Secretariat record tracking/indexing databases and finding aids, both technological and with respect to updating currently collected data fields, in
order to modernize the Secretariat’s record keeping systems and make creating new database entries as well as searching and retrieving relevant records easier and more efficient, while also taking into account technological and budget limitations. The incumbent will also suggest improvements and system design changes with respect to the Secretariat’s working and reference materials.

After consultation with Secretariat managers, implement feasible suggested improvements to the applicable Secretariat record tracking/indexing databases and finding aids, as well as the collection of working and reference materials.

As time permits, assist in conducting analysis and research pertaining to the Secretariat’s records management operations. For example, you may gather and compile data and records; prepare charts, graphs, and narrative information related to Secretariat research requests; and assist in the performance of special projects.

As time permits, keep current with the latest literature, legislation, and innovations related to the field of library science as applied to the Secretariat and make recommendations based on current best practices.

Qualifications Required:
- Be enrolled as a graduate student pursuing a Masters of Library Science degree with at least a half-time academic course load from an accredited program.
- Be in good standing with at least a 3.0 GPA.
- Knowledge and interest in applying library sciences to the public sector.
- General knowledge of the library sciences and an ability to apply such knowledge to real world situations, especially those described above under Duties.
- Ability to work independently.
- Ability to initiate and complete projects in a timely, thorough manner.
- Strong oral and written communication skills.

Application Evaluation:
Your application will be evaluated based on your demonstrated qualifications and their relevance to successful performance of the duties of the position. Your education, experience, and training, as shown in the application, will be considered in assessing the degree to which you possess the required qualifications.

How to Apply:
Students must e-mail submit the following documents: 1) a one-page cover letter, 2) resume, 3) unofficial transcript to: rsidman@ctfc.gov

Please indicate in the subject line of the e-mail that you are applying for the MLS student internship in the Executive Secretary Section.

Internship FAQs:
What are the eligibility requirements for the Internship?
Students must be enrolled not less than half-time in a Masters of Library Science program at an accredited educational institution and must be at least 18 years old.

How will interns be compensated?
Interns will not receive any monetary compensation or fringe benefits. This internship is for academic credit only. Interns are responsible for making the necessary arrangements with their educational institution to receive academic credit.
What type of work can I expect?
You can expect interesting and challenging work, performed in a professional office setting. The anticipated details of specific projects are described above in “About the Office and Duties.”

What do I need to submit when I apply?
Students must email the following documents to rsidman@cftc.gov: one-page cover letter; resume with current contact information (do NOT include your Social Security Number or date of birth in any materials submitted); and transcript, official or unofficial.

What is the length of the Internship Program?
This internship is expected to last throughout the spring 2016 academic semester. Start and end dates are flexible. Work schedules and participation length are determined by the student and their supervisor.

The CFTC is an Equal Opportunity Employer.