



OFFICE OF STRATEGIC INITIATIVES

What We Do:

The Office of Strategic Initiatives (OSI) is responsible for:

- Designing plans
- Overseeing special projects
- Completing legislatively mandated reports
- Conducting research and data analysis
- Developing and facilitating professional development and training
- Managing the Master Calendar
- Managing the Mission/Synchronization Meeting

- Location: Leon – Central Office
- Work Hours: 16 hours per week
- Academic Terms: Applications are accepted on a rolling basis

What We're Looking For:

Students enrolled in any degree program who have an interest in strategic or operational planning or organizational development. The ideal candidate is an excellent communicator, multitasker and thrives under pressure. We are seeking students in their sophomore, junior, or senior year of their undergraduate degree, or any year of their master's degree.



What You'll Do:

During your time with OSI, you will act as the primary point of administrative support for the Director of Strategic Initiatives.

Administrative support duties will include:

- Scheduling, organizing, and preparing for meetings
- Answering and responding to phone calls, communicating messages and information to the Director
- Drafting, reviewing, and sending communications on behalf of the Director
- Coordinating with the Lead Planner to arrange travel for the Director
- Maintaining the Director's calendar and inbox
- Receiving and sorting incoming mail and deliveries, and managing outgoing mail
- Managing office supplies inventory and alerting the Lead Planner when purchases need to be made
- Providing general administrative support to OSI staff
- Serving as the point of contact for office maintenance and equipment

You will learn processes that go into:

- Scenario based strategic planning
- Large scale project planning and management
- Maintaining shared situational awareness across large organizations
- Business operations

To apply, click [here](#).

Have questions?
Contact the Internship Coordinator
at (850) 717-3200 Option 0 or
HRAdmin@fdc.myflorida.com.