Experience is Priceless

For a college student with hopes of building a career in Public Administration or Public Procurement, experience is priceless.

Recruit the Head of the Class

Another proactive approach that enhances the reputation of your internship program is to work with colleges and universities to set up a Work-Study Co-op. This type of program assists students in the development of valuable time management skills. Establishing this type of program increases the number of internship candidates, which in turn grants you the privilege of selecting the most qualified students.

Visit us at: http://www.cfcnigp.org

Excellence In Public Purchasing
The Central Florida Chapter of NIGP is offering governmental agencies the opportunity to participate in our Internship Program for a minimum of 3 months.

Interns will participate in the procurement process. Additionally, interns will provide assistance and support to the Procurement staff in their day-to-day business. This includes preparation of solicitations, data analysis, evaluation and presentation of results.

The experience is challenging and rewarding. The role of the intern can be an extremely valuable asset to your agency. An intern would benefit your agency by working diligently for the experience alone. Interns are eager to seize any opportunity to demonstrate their talents and hopefully jumpstart their careers.

As a result, participating in the internship program greatly increases your agency’s productivity without a negative impact on your budget.

Who are our interns:

NIGP seeks talented students pursuing a Public Administration degree. Students that:

- Have strong academic performance and career interest in Public Business Administration or a related field;
- Possess leadership potential;
- Are open to learning and exploring a variety of Public Procurement business areas;
- Demonstrate analytical skills and business skills;
- Are innovative and can look beyond standard practices;
- Exhibit excellent communication abilities.
- Value teamwork, diversity, and integrity.

Benefits to the Agencies:

- Provide motivated individuals as support to their full time employees.
- Selecting an intern with suitable skills can result in an increased output.
- A win-win situation for both your intern and your agency, by increasing your productivity and training future Procurement Professionals.
- Providing internship opportunities can help agencies benefit from skills and competencies of students.
- For agencies with limited recruitment budgets, internship program can work as an ideal opportunity to train and groom an employee for the future.
- Fulfill a civic and professional responsibility by providing students with real work experience.
AGENCY APPLICATION FORM

This application must be approved and signed by the Purchasing Director/Manager of the requesting member agency. Once completed, the application should be scanned and e-mailed to the following address:

Central Florida Chapter – NIGP Internship Program
internship@cfcnigp.org

(Please Type or Print)

Member Agency Information:

Agency Name: ________________________________
Address: __________________________________
City: ___________________ State: _______ Zip Code:__________

Contact Information:

Contact: ___________________________ Phone: (_____) ____________
E-mail: ___________________________ Fax: (_____) ____________

Number of Interns: _______ Months Required: _________
Note: All internships shall be for a minimum of three (3) months.

I certify that I have approved the request for participation in the CFL-NIGP Internship Program and that all accommodations will be made prior to the start of a selected candidate.

Print Name: ________________________________ Title: __________________________

Signature: ________________________________ Date: ________________