**ODU Fall 2024 Intern Scope of Work**

U.S. Committee on the Marine Transportation System

Student is responsible for updating 2-3 CMTS documents, supporting interagency teams as needed, including organizational support for the quarterly subcabinet Coordinating Board Meeting. Student will apply knowledge and skills beyond the classroom into a Federal work office environment. To experience working with 2-3 professional staff members in support of their interagency issues areas to observe policy making process. To participate in 3-5 “informational” interviews with professionals from different agencies to hone conversational skills in preparation for future job interviews. Understand the role of federal agencies related to maritime transportation and its application to career goals. Student/supervisor will meet every week in one-on-one meeting to assess progress and enhance professional development, as required.

Specifically, the intern will support the communications coordinator in CMTS outreach and communications which may include a “MTS Day on the Hill” to showcase the work of federal maritime-related agencies with Congress. Provide direct assistance to CMTS meetings including monthly interagency staff report meetings and other activities as may be assigned.

Additionally, we may be asking the intern to work on consolidating comments, helping adjudicating comments, along with analyzing the results utilizing qualitative data measures, from a soon to be released Federal Register Notice that is requesting information related to climate and port resilience.

For questions or to apply, please send your resume and cover letter to [internship@odu.edu](mailto:internship@odu.edu) or reach out by phone: 757-683-JOBS.