

How to Search and Select Internship Opportunities

EPP 1st Summer Internship – Limited to
Silver Spring, MD (DC metro area)

(Please read these instructions in its entirety)

Once you have logged in, please follow this complete list of instructions for searching and selecting an internship, internship approval, and site visit travel request procedures.

1. Scholars may search for opportunities by entering a keyword (example: type “web site” for opportunities that include website development/update), by NOAA Organization (click the drop down arrow for complete listing), by State, or by Academic Status.
2. Take the time to look through all of the NOAA internship opportunities (DC metro area only). If a scholar has been working with a mentor and do not see that position in the database contact that mentor and inform him/her to enter the internship opportunity position into the SSIO on-line system. The scholar should then send an e-mail to StudentScholarshipPrograms@noaa.gov to inform OEd that a match has been made and copy the mentor. The scholar’s name and the title of the position should be contained in the e-mail.
3. When the scholar identifies an internship opportunity of interest they should contact the mentor listed in the Contact Information section via e-mail or by phone. Once the scholar and potential mentor agree that the scholar is the best fit for the internship, the scholar is to send an e-mail to StudentScholarshipPrograms@noaa.gov indicating that the selected internship opportunity and copy the mentor, include the project title.
4. The Office of Education (OEd) will review the selection match and, if approved, will send the scholar and mentor an e-mail recommending that they decide on a time for the scholar to visit the NOAA facility. If the match is not approved OEd will send an e-mail with comments and that the scholar needs to continue to pursue other options.
5. Once the internship match has been approved, the opportunity will no longer be available in the SSIO system.
6. If a scholar chooses to identify their own internship opportunity outside of those submitted by NOAA mentors, feel free to contact the NOAA employee you wish to work with and, if they agree, have them complete an Internship Opportunity at <https://OedWebApps.iso.noaa.gov/ssio>. The scholar is to e-mail StudentScholarshipProgram@noaa.gov and copy the NOAA employee indicating that you have selected an internship and include the title of the project.
7. The SSIO database will be updated with additional internship opportunities as they are received in OEd. Please login frequently to check for additional internship opportunities.

8. All internship matches must be finalized by the end of the first week of the EPP USP Orientation.