



EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF ADMINISTRATION

The Office of Administration (OA) within the Executive Office of the President (EOP) is currently seeking military members for the EOP OA SkillBridge Training Program. This is an open continuous announcement.

OA was established in 1977 to provide a full range of administrative support and services to all EOP Components including human resources (HR), financial management services, information technology (IT) management, cyber-security, and facilities management.

DETAIL OPPORTUNITIES

Defensive Counterintelligence (DC) Division

The DC performs a wide range of duties associated with the collection, analysis, processing, and dissemination of intelligence and/or law enforcement data. The duties performed include: identifying and producing products from raw information; assembling and analyzing multi-source intelligence; collecting and analyzing information about computer technology; providing input to and receiving data from multiple U.S. government information systems (unclassified and classified); preparing and presenting briefings; preparing planning materials for operational missions; conducting mission debriefings; preparing reports; coordinating/liaison with Government and military branches; and maintaining indices, libraries and files.

Physical Security Division (PSD)

This position is located in the Office of the Chief Security Officer, Physical Security Division. The incumbent will serve as a Security Assistant providing the full range of administrative, clerical, and technical support to the Division. Incumbent will assist Physical Security Specialists in executing security regulations, policies, and procedures; issuing employee, contractor, visitor badges, and Personal Identification Verification (PIV) credentials for civilian and contractor personnel.

Contingency Operations Division (COD)

The mission of COD is to ensure all EOP staff know what to do in an emergency on the EOP Campus and can continue the essential work of the White House in the face of any potential disruption to normal operations, regardless of threat or condition. COD is seeking individuals to assist with emergency preparedness and continuity planning, training, and exercising. The ideal candidate is an excellent writer, creative problem-solver, and skilled at building strong working relationships with multiple stakeholders. Desired experience includes strategic or operational planning, emergency management, continuity planning, emergency preparedness or life safety training, and/or the design and delivery of emergency preparedness exercises.

Requirements: (1) Pre-employment drug test and (2) Eligibility for a Top Secret security clearance.
Location: White House Complex, Washington, D.C. **Duration:** Up to 180 days.

For more information or if you have any questions, please contact Chris Mann, SkillBridge Program Manager, at Skillbridge@eop.gov or 202-395-5768.



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INTERN OPPORTUNITIES

Information Technology (IT) Office

IT seeks individuals who have experience, and is interested, in the various IT specializations such as cyber, system, and network security; network technology; software development; system administration; and web design and app development. All IT experience will be considered with priority given to those with any of the following: successful track record for procurement of dev services; experience running a DevSecOps shop; experience deploying automated testing tools; and development experience in .NET (C#/SQL), Salesforce, ServiceNow, and/or iOS (mobile).

White House Operations Center (WHOC)

The WHOC seeks individuals who have experience and / or are interested in working in an Operations Center (Ops Center). Working in the WHOC involves coordinating with partners to plan improvement efforts, reacting to all operational or contingency incidents, and communicating those impacts throughout the EOP Campus. The ideal candidate has experience in working in an Ops Center and understands how to develop relationships with multiple stakeholders to solve problems.

Personnel Security Division (PSD)

The PSD seeks individuals to perform duties associated with analysis of personnel security information to make national security, suitability/fitness, and credentialing eligibility adjudications, recommendations and/or determinations. PSD serves as the operational expert to ensure EOP candidates and current EOP employees meet national standards for security, suitability, and credentialing for employment, retention of employment, and/or eligibility for physical and logical access to facilities and systems, and classified national security information. This position requires strong analytical and organization skills, knowledge of and compliance with national and EOP security, suitability, and credentialing regulations and policies, attention to detail, responsiveness, and the ability to clearly communicate with candidates and employees.

Requirements: (1) Pre-employment drug test and (2) Eligibility for a Top Secret security clearance.

Location: White House Complex, Washington, D.C.

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