

Operations & Facilities Management People & Place Internship Program 2015-2019

We are Stewards of Place, and without a full commitment to and from our people we could not achieve full school stewardship. People are our engine, our creativity, our strength and our Future. – Melissa Rockwell-Hopkins, Assistant Vice Chancellor and Assistant Vice President Operations and Facilities Management, 2015

Overview

In 2015, the Operations & Facilities Management Department (OFMD) started an internship program geared towards undergraduate students seeking an opportunity to further develop and deepen their knowledge in career fields related to Facilities Management, Business Operations, Construction, Capital Projects, Mail and Receiving, Physical Planning, Healthcare or other Operations based fields.

We strive to hire for drive, aptitude and attitude and work to each you real life skills and provide a professional experience that will help you frame your future career. – Melissa Rockwell Hopkins, Assistant Vice Chancellor and Assistant Dean of Operations, 2016

Department Mission and Core Values

Our Service Mission: Pride in Service, Do the Right Thing

The staff of the Operations & Facilities Management Department (OFMD) strives to provide responsible stewardship for the long-term preservation and growth of Washington University School of Medicine's physical assets while working to ensure a safe, welcoming and high-quality environment for students, faculty, staff and visitors in support of the School's missions of clinical care, research and education.

Our Core Values

PRIDE: Professionalism, Respect, Integrity, Dedication & Excellence

Principals & Practices – How Do We Apply Our Values Each Day?

We will act with Professionalism at all times by being approachable, supportive, and accountable. We will take responsibility for the quality and completion of our work, accept personal responsibility for our actions, and strive to solve problems.

We will show Respect for ourselves and others by showing compassion and empathy, respecting each experience for what it is (practicing civility at all times), not judging or promoting gossip.

We will act with Integrity by being honest, trustworthy, and doing the right thing.

We will serve WUSM and the surrounding community with Dedication by acting as stewards of the environment, ensuring that all physical assets are turned over to the next generation with an increased value.

We strive for excellence – we will develop a unified facilities and safety services organization that is customer-service focused and seeks to become the benchmark that all other medical schools will want to model.

Mentorship, Experience, Flexibility & Support

Each intern works directly with an OFMD mentor who will assist them throughout their placement. These mentors are typically supervisors, project managers, or planners who work closely with the interns as they become acquainted with the University. These mentors provide structure and serve as a resource during the internship to ensure projects and assignments are completed accurately and in a timely fashion.

OFMD offers flexible internships for students during the late spring and summer months. These internship opportunities provide real-world experience giving the students a chance to learn more about their fields of interest and utilize the knowledge and skills gained inside the classroom towards securing a full-time future career. To date, OFMD has completed eight internships over the last four years.

Program Benefits

OFMD provides interns with a unique opportunity to take part in a rich history of leadership in clinical care, medical education, and research at Washington University. Each intern has the opportunity to experience independence and accountability during their time at the University. All qualifying interns are offered a flexible work environment, housing on campus for the duration of their internship, a MetroLink pass, and other essential resources to navigate their way through the program successfully. Interns who complete the program with high-performance ratings from may be offered the opportunity to return the following year or apply to be hired on full time with the department. Individual mentors and professional staff to “shadow” will also be a core component of our internship experience.

Interns who do not live locally will receive free on-site housing in our Olin Residence Hall during their internship program, and they will also receive a base pay rate of \$15.00/hour during the period of their internship period. It is a department preference to hire and build a long term relationship with a student which can turn into a career path option for them, should they qualify for an active opening at that time. Local candidates are also considered but housing is not provided and the hourly rate may vary for local applicants. However for all applicants, the department pays a living wage and our internship wage will always equal no less than this posted wage.

Should an applicant be hired after graduation or after their internship has been successfully completed they will be required to pay rent for any extended stay in the Olin short term stay housing and are encouraged to apply for housing at the CORE Housing @718 or @818, and/or find permanent off campus housing in order to experience the community living and opportunities within the City of St. Louis and surrounding neighborhoods. All housing questions should be directed to the programs Internship Coordinator or the Director of Business Operations. Our team will work hard to ensure your success in St. Louis. We are committed to you and your success and you will always feel you are a valuable part of our community.

Interns are also encouraged to fully participate in Departmental Training or Programs that are related to their area of study, intern experience or long term career interest.

<https://facilities.med.wustl.edu/about/professional-development/>

<https://sustainability.wustl.edu/about/school-of-medicine/community-engagement-at-wusm/>

How Can You Apply?

Internship opportunities are currently available to all College Students who can contribute to the department's mission, vision, core values, and diversity commitments. OFMD is committed to a minimum of three internship experience each year, but will commit to no more than five internship's at any one time to ensure the quality of the experience for all parties is fulfilled.

Inquiries of interest and/or resumes may be sent to the program's manager, Emma Snyder at eksnyder@wustl.edu for review and consideration or forwarded to Ms. Snyder through any OFMD Employee or leadership member. Please note that location does not influence our hiring decision. We are looking for diverse candidates who can contribute successfully to our culture and service deliverable, believe in hard work and are Stewards of their team, their communities and are willing to learn continuously throughout the program.

More information on or department can be found <https://facilities.med.wustl.edu/>

More information on the Washington University School of Medicine can be found at <https://medicine.wustl.edu/>

More information on the City of St. Louis can be found at <https://www.stlouis-mo.gov/>

Application & Candidacy

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