

OEM Law Department Contracts Management Project

Division/Unit: Law Department	OEM Employee to Supervise Project: Patricia Emrich, Agency Attorney
How many interns: One (1)	Education Level: Undergraduate mandatory, graduate preferred
Background on Project: <p>With the growth of the Agency, many OEM departments have expanded their projects and plans, which resulted in a magnitude of contracts, agreements and memoranda of understanding and agreement. In order to properly maintain the agreements, the Law Department requires a management system to document all active Agency agreements and to alert the appropriate departments when the termination date is imminent.</p>	
Description of Project/ Intern Responsibilities: <p>The OEM Office of the General Counsel would like to create an unified, agency-wide management system for all active legal agreements. Organizing such a management system requires the compilation of all outstanding agreements, interfacing with different department heads and creating a database for the Law Department of all agreements entered into on behalf of the Agency. Said database will be created in Microsoft Excel and will be organized according to the OEM department that entered into the agreement, the subject matter of said agreement, funding information and the start/termination date. This database will then be cross-referenced with Microsoft Outlook; termination dates of all agreements will be placed on a calendar to be managed by the Law Department.</p>	
Requirements/special skills needed: <p>The internship requires a candidate with excellent organizational skills, the ability to set and keep deadlines and the capacity to communicate effectively and efficiently with others. Experience with Microsoft Excel is mandatory. Prior experience with management systems is preferred. Legal experience is not necessary.</p>	