



# LIBRARY OF CONGRESS

Intern Project  
Title

OSI Administrative Assistant

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*Goal Summary*

Administrative Assistant will assist OSI Program Specialist in administering the processes and procedures associated with the following OSI Programs:

- Records Management
- Emergency Preparedness
- Continuity of Operations Plan (COOP)

*Specific Goals /  
Objectives*

**Emergency Preparedness and Shelter-in-Place (SIP)**

Administrative Assistant will work directly with an OSI Program Specialist to accomplish continued development and administration of OSI's Emergency Preparedness Plan including, but not limited to, the following:

- Updating OSI's Internal Emergency Action Plans on LOC Emergency Preparedness website;
- Participating in monthly Office Emergency Coordinator meetings and disseminating emergency preparedness information to OSI employees/contractors, as appropriate;
- Assisting with planning for emergency evacuation and/or SIP drills;
- Preparing orientation for new employees; and
- Maintaining inventory of emergency supplies; directing distribution of emergency supplies to OSI personnel.

**Continuity of Operations (COOP)**

Administrative Assistant will work directly with an OSI Program Specialist to accomplish continued development and administration of OSI's COOP plans including, but not limited to, the following:

- Collating information about the OSI functions from the various subject matter experts;
- Performing analysis on information gathered;
- Working with OSI COOP Team members to update the OSI COOP plan;
- Developing materials Training, Testing, and Exercises (TT&E);
- Planning and organizing communications strategies/processes for OSI COOP;
- Vital Records: Work with Program Specialist to:
  - Confirm that all hardcopy documents which need to be pre-positioned at an alternate facility have been identified and are up-to-date;
  - Create plan for pre-positioning hardcopy documents at alternate facility; and
  - Confirm that all electronic documents are up-to-date, protected and available in their electronic form.

**Records Management**

Administrative Assistant will work directly with an OSI Program Specialist to accomplish continued development and administration of OSI's Records Management Plan, including, but not limited to, the following:

- Working with Records Management Office and OSI Records Liaisons to set up OSI File Plan; and
- Planning and organizing training/communications strategies and processes for Records Management training with Records Coordinators, Records Liaisons and general staff.



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*Timeframe &  
Deliverables*

Timeframe and deliverables will be flexible, contingent on priorities as directed by OSI Management.

*Resources Required*

*Required Knowledge  
and Skills for  
Residents*

*Preferred  
Knowledge or  
Experience*

- No expertise is required in a specific subject area; however, the Administrative Assistant should feel confident in his/her ability to research and understand the topic at issue
- Self-motivated; assistant must be able to initiate projects and tasks to accomplish objectives and meet goals
- Ability to communicate effectively and clearly, both orally and in writing, and to prepare accurate reports and analyses
- Strong administration, communications, writing, research, and analysis skills
- Ability to work independently, with minimum supervisory direction and to establish work priorities and follow-up actions required - meeting deadlines accurately and completely
- Ability to maintain effective working relationships with all levels of employees
- Previous work experience in high-level offices or interaction with senior level management is preferred but not necessary

*About the Office of  
Strategic Initiatives*

The OSI mission is to support the Library of Congress' vision and strategy by directing the overall digital strategic planning for the Library and the national program for long-term preservation of digital cultural assets, leading a collaborative institution-wide effort to develop consolidated digital future plans, and integrating the delivery of information technology services.

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