

**NYC Department of Education
2016 Summer Internship Program
Project Form**

INTERNSHIP TITLE:

Supervisory Support Intern

DIVISION/OFFICE:

Division of Senior Deputy Chancellor and School Support / Office of School Support and Supervision

ADDRESS:

52 Chambers St., Room 208, New York, NY 10007

OFFICE DESCRIPTION:

The Office of School Support and Supervision (OSSS) is part of the NYCDOE Division of the Senior Deputy Chancellor and School Support. OSS&S supports the 40+ NYCDOE superintendents, who supervise principals, support instruction and student achievement, engage families, and help implement citywide initiatives to more than 1,800 New York City public schools.

INTERNSHIP RESPONSIBILITIES:

The Supervisory Support Intern will provide critical administrative, communications, analytic, and project management support to the operations and strategy teams in OSSS which will include the following:

- Managing the Superintendent Master Calendar
- Assisting in talent management for Superintendents hiring
 - Pulling resumes
 - Credential review
- Survey creation and management
 - Superintendent vacation request
 - Superintendent contact information update
- Data analysis, tracking, and report generation for internal and external stakeholders
- Town Hall meeting briefings and preparation
- Providing communications support by editing/proofing guidance documents for field distribution.
- Assisting with superintendent meeting preparation.
- Providing various other administrative/technical support as needed in the office.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office applications (PowerPoint, Word, Excel).
- Ability to prioritize projects based on deadlines.
- Attention to detail and follow-through.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):