



52 Chambers Street, New York, NY 10007

Apply by November 8 – Paid Graduate Internship Opportunity

Title: Graduate Intern
Organization: New York City Department of Education (NYCDOE)
Department: Division of Academics, Performance and Support (DAPS)
Office of Superintendents (OS)

Commitment: 7-13 hours/week, contingent on funding and workload. This graduate internship is a paid commitment. 1-2 year commitment; interest serving this school year (2013-14) and possibly the next 2014-15 school year as well. Start: November 2013.

Qualifications: A current graduate school student in NYC with a strong interest in public education, public policy, political science, communications, operations, or a related field. Applicants should have excellent written and oral communication skills, strong interpersonal skills, the ability to work with a diverse array of people, and strong analytical skills. In addition, applicants should be a self-starter, detail-oriented, thorough, and highly motivated. Proficiency in Microsoft Office Word, Excel, and PowerPoint is required.

Application Directions: Resumes and cover letters are being reviewed on a rolling basis. To apply, please email your resume and cover letter **by Friday, November 8** to Terry Byam, Executive Director of School Governance, at campus@schools.nyc.gov. Your cover letter and resume should describe your related experience, interest in the position, and weekly availability (# hours/days of week).

Description: The New York City Department of Education (NYCDOE) is the largest school system in the nation. Chancellor Dennis M. Walcott oversees a system of more than 1,600 schools, serving about 1.1 million students. The Chancellor leads the *Children First* reform agenda, which was launched in 2003, which promotes improving academic instruction, increasing principal autonomy while holding school leaders accountable, and transforming the organizational structure and culture to foster educational excellence.

Position Summary: The Office of Superintendents (OS) is part of the NYCDOE Division of Academics, Performance and Support (DAPS). [NYCDOE's Campus Governance](#) is managed within OS by the Executive Director of School Governance. This Executive Director (ED) provides support to the principals of nearly 1,500 schools and charters who are co-located (sharing the same building).

The Graduate Intern will provide critical administrative and project management support to the ED. The ED serves four crucial functions to campuses: *Meet and Greets*, *Campus Policy Enforcement*, *Dispute Resolution*, and *Best Practices*.

Meet and Greets: The ED holds meetings to orient principals of co-located campuses to each other's school vision, assures communication protocols are put in place, reviews campus policy requirements, and prepares the campus for the space planning process.

Campus Policy Enforcement: The ED ensures that campuses are compliant with campus policy requirements, including the annual Campus Audit and hosting of Building Council and Shared Space Committee meetings.

Dispute Resolution: The ED is the final arbitrator in the dispute resolution process if the principals cannot resolve a campus dispute.

Best Practices: The ED supports co-locations through the identification and sharing of best practices, as well as through participation in various discussions concerning co-locations in NYC schools.

Responsibilities:

The Graduate Intern will provide support to the ED in the following ways:

Meet and Greets

- Review and update Co-location Tracker with Meet and Greet dates
- Schedule and prepare logistics for Meet and Greets with school leaders and appropriate staff attendees
- Develop draft presentations for Meet and Greets
- Organize reports from the Space Management System
- Attend weekly Campus Governance Meetings
- Prepare and update Meet and Greet documents
- Review Panel of Educational Policy votes in preparation of Meet and Greets

Campus Policy Enforcement

- Generate the reports from the Space Management System
- Create and update surveys and online forms
- Contact and follow-up with campuses, as needed
- Draft communications to campuses
- Liaise to other NYCDOE offices
- Attend meetings and support administrative next steps
- Prepare for meetings with campuses

Dispute Resolution

- Input information in trackers and on SharePoint
- Draft case summaries on disputes

Best Practices

- Draft manuals, FAQs, and documents
- Create PowerPoint presentations and webinars
- Update Campus Governance web pages
- Streamline operational procedures
 - monitor phone and email correspondence
 - manage databases and spreadsheets
 - provide technical assistance
- Research