



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

INTERNSHIP TITLE:

Budget Planning and Reporting Intern

DIVISION/OFFICE:

Office of Field Support/Business Services

ADDRESS:

52 Chambers St. NY, NY 10007

OFFICE DESCRIPTION:

The Central Office of Field Support (OFS) provides each Borough Field Support Center with guidance and resources, as well as assists the Centers in the full range of services offered to schools, which include: instruction, finance and human resources, operations, student services, such as health resources and counseling, support of English Language Learners, and support of students with special needs. In addition, OFS works collaboratively across central divisions and with the superintendents to ensure that the DOE's message and guidance to schools is cohesive, intelligible, and aligned.

INTERNSHIP RESPONSIBILITIES:

Intern will support with a number of budget-related functions in preparation for the rollout of the new fiscal year. Workload includes small focused projects as well as, day to day office related tasks. Projects will incorporate the use of quantitative data, anecdotal evidence, excel data manipulation, and qualitative analysis culminating in the creation of several strategic guidance documents, tracking databases and reports.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Pursuing Degree in Business Management, Finance or related areas of study.
Solid understanding and use of excel
Some experience with data manipulation
Ability to organize workload and manage schedule to meet deadlines
Proficient written and oral communication skills.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):