



# 2014 NYC DOE Summer Internship Program

**INTERNSHIP TITLE:**

DOE 006 - Division of Teaching and Learning: Leadership Recruitment Intern

**DIVISION/OFFICE:**

Division of Teaching and Learning

**ADDRESS:**

Tweed Building, 52 Chambers Street, New York, NY 10007

**OFFICE DESCRIPTION:**

The Office of Leadership within the Division of Teaching and Learning oversees leadership development programs for NYC educators including teachers, assistant principals, and principals.

**INTERNSHIP RESPONSIBILITIES:**

Under supervision and trained in the latest leadership strategy documents, the intern will assist staff with the most appropriate recruitment and selection strategies for NYCDOE Leadership Programs. This will include assisting in proposing, selecting, and planning for the fall recruitment season. He/she will coordinate with program directors, school support, and the Chief of Staff for Leadership. During this time, he/she will also have opportunities to shadow and participate in leadership development work.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:**

Current undergraduate students who meet the eligibility criteria of a B average or greater may be considered for an unpaid internship. Experience in project management, events management and data analysis a plus.

**SALARY INFORMATION:**

This is an unpaid internship.