



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

INTERNSHIP TITLE:

Personnel, Budget and Data Intern

DIVISION/OFFICE:

Deputy Chancellor of Operations/Office of School Health

ADDRESS:

28-11 Queens Plaza North, Long Island City, NY 11101

OFFICE DESCRIPTION:

The Office of School Health (OSH) is a joint program of the Department of Education, and Department of Health and Mental Hygiene responsible for promoting the health of 1.3 million school children enrolled in approximately 1,800 public and non-public schools in New York City. Services to students include case management of chronic health problems, preventive health screening, urgent care, medication administration, Medicaid program, preventive counseling, health education, referral for care and assurance of ongoing effective treatment.

INTERNSHIP RESPONSIBILITIES:

Assist OSH staff with all personnel and budgetary matters.
Collect and analyze data related to the Medicaid, Vision and Nursing programs.
Participate in personnel analysis and staff development.
Assist in the development of spending plans and ensure that funds are scheduled as needed.
Develop and implement systems to track expenditures.
Participate in analyzing program budgets and expenditures to ensure appropriate use of funds.
Generate reports relating to operation costs within the DOE budget system including APRL and Galaxy.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Knowledge of Word, Excel and PowerPoint.
Strong desire to work in a fast-paced, collaborative office is critical as is a strong team work ethic.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):