



DEPARTMENT OF EDUCATION

2013-2014 INTERNSHIP PROGRAM Position Title – Academic Policy Intern

Contact: Andrew Lowenthal

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Agency Description: The New York City school system is the largest in the country, composed of approximately 1.1 million students and 75,000+ teachers in over 1,700+ schools. In January 2003, the Department of Education (DOE) launched Children First: A New Agenda for Public Schools in New York City, a multi-year reform effort aimed at significantly improving student achievement through effective teaching and learning.

Office Description: The Division of Academics, Performance, and Support (DAPS); Office of Academic Policy and Systems (OAPS) is responsible for the development, implementation, and tracking of K-12 City and State academic policies, including New York City student promotion requirements and New York State graduation requirements. OAPS also works closely with other offices throughout the DOE to consult on and facilitate policy and systems alignment on prioritized initiatives.

The Academic Policy Intern will support the implementation of the DOE's cross-functional policy and systems alignment agenda, including identifying overall goals, objectives and project deliverables, as well as managing relationships with key internal stakeholders.

Position Reports to: Senior Director, Institutional Effectiveness

Internship Responsibilities:

- Support a portfolio of high-priority, high-leverage policy and systems alignment projects
- Provide administrative support to cross-functional working groups and task forces, including scheduling, correspondence, and tracking project tasks and milestones
- Provides updates to OAPS leadership team at biweekly leadership meetings on projects
- Supports the development and maintenance for each project plan, including tracking individual and overall project lifecycles and ensuring on-time delivery of key project objectives; escalates identified issues and risks to the Senior Director
- Develops recommendations for ways to improve subsequent engagements at the close of each project
- Provides support on a broad range of strategic, managerial, logistical and administrative areas
- Other duties as assigned

Qualifications / Special Skills:

- Advanced knowledge of Microsoft Office, including Word, Excel, and PowerPoint
- Excellent interpersonal skills for dealing with personnel, internal and external to the DOE
- Possess strong organizational skills
- Ability to prioritize tasks, work independently, and follow-up to get things done
- Balance multiple competing priorities simultaneously
- Graduate students and undergraduates with prior internship experience encouraged to apply

Salary Range: \$15-20/hour (based on experience)

Work Schedule: Minimum of 15 hours per week; minimum commitment of 4 months.

Application Process: Please email cover letter and resume to Andrew Lowenthal at RPSGHR@schools.nyc.gov. Please include "Academic Policy Internship" in the subject line.