



NYC Department of Education 2016 Summer Internship Program Project Form

INTERNSHIP TITLE:

Showcase Schools Intern

DIVISION/OFFICE:

Division of Teaching & Learning, Office of Interschool Collaborative Learning

ADDRESS:

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

OFFICE DESCRIPTION:

The Office of Interschool Collaborative Learning (OICL) is situated within the Division of Teaching and Learning. The main goal of OICL is to promote better opportunities for students to develop into college and career-ready critical thinkers. This objective is achieved by creating communication between schools, which foster a strong collaboration, the ability of sharing strong practices and of creating opportunities for leadership development.

The Showcase Schools program is designed to recognize, celebrate, and share promising practices across New York City Department of Education schools.

INTERNSHIP RESPONSIBILITIES:

- Searching for venues by contacting and collaborating with different vendors
- Support with setting up for the summer kick-off event (i.e. material preparation, inventory management and ordering, catering research, day-of set up and logistics, registration), which will take place on July 25 and 26
- Support with the planning and organization of summer workshops for teacher leaders and principals
- Support Senior Project Managers with office operations and logistics (i.e. copying, stuffing, filing, compiling information and data entry, creation of presentations, etc.)

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

- Attention to detail
- Flexible: no task too big, no task too small
- Self-starter; comfortable with ownership of projects/tasks
- Organized, with an ability to prioritize time-sensitive assignments.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):