

NYC Department of Education
2016 Summer Internship Program
Project Form

INTERNSHIP TITLE:

Workflow Management and Communications Intern

DIVISION/OFFICE:

Division of Senior Deputy Chancellor and School Support / Office of School Support and Supervision

ADDRESS:

52 Chambers St., Room 208, New York, NY 10007

OFFICE DESCRIPTION:

The Office of School Support and Supervision (OSSS) is part of the NYCDOE Division of the Senior Deputy Chancellor and School Support. OSS&S supports the 40+ NYCDOE superintendents, who supervise principals, support instruction and student achievement, engage families, and help implement citywide initiatives to more than 1,800 New York City public schools.

INTERNSHIP RESPONSIBILITIES:

The Workflow Management and Communications Intern will provide critical administrative, communications, analytic, and project management support to the School Workflow Management team in OSSS which will include the following:

- Provide communications support on “Field Support for Schools” and “Principals’ Weekly”, the Chancellor’s weekly publications for all field staff and principals in the NYCDOE.
- Provide technical support for the Chancellor’s weekly communications, including posting and updating hyperlinks, prioritizing announcements and managing the Table of Contents in weekly communications, and other related tasks.
- Communicate with partner offices on editing submissions to weekly publications.
- Assist with updating Principals’ Calendar.
- Conduct research on how subscribers and submitters use the weekly publications and use responses to inform decisions.
- Collect, and analyze data regarding the volume, content, submitters, and recurrences of policy announcements.
- Write reports based on analytical results to inform the team’s publication process.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office applications (Word, Excel).
- Ability to prioritize projects based on deadlines.
- Attention to detail and follow-through.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):