



# NYC Department of Education 2015 Summer Internship Program Project Form

**INTERNSHIP TITLE:**

Organizational Development Intern

**DIVISION/OFFICE:**

Division of Human Resources/ Office of Organizational Services

**ADDRESS:**

65 Court Street, Room 505, Brooklyn, NY 11201

**OFFICE DESCRIPTION:**

The Office of Organizational Services (OOS) supports offices and departments across the NYCDOE in addressing all human capital service related issues for non-school based personnel. OOS is responsible for identifying, developing, and communicating professional development, leadership development, and employee engagement opportunities to over 5000 central employees as a part of the newly launched Employee Engagement & Development Initiative for central employees within the NYCDOE.

The Organizational Development Unit within the OOS offers an array of meaningful and robust professional growth and engagement opportunities designed to foster a learning culture so that staff and leaders are prepared and positioned to succeed within the NYCDOE. These activities are designed to support the growth and development of employees, as well as increase employee satisfaction and retention within the organization.

**INTERNSHIP RESPONSIBILITIES:**

The intern will assist with reviewing and customizing e-learning courses, supporting the enhancements of knowledge management systems, cultivating a resource library, and helping creating a summer employee engagement series for central employees.

The intern will be trained to assist with:

- Developing internal communications, content for employee newsletters, and promotional materials
- Coordinating participant registration, event management, on-site logistics
- Researching and organizing online resources and tools for knowledge management system
- Customizing e-learning content and registration/completion materials

Activities can be shaped to meet the intern's skills and interests.

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

Organizational Services' ideal intern is interested in communications, marketing, research, organizational development, organizational strategy, human relations, graphic arts, web design, or a related field. She/he has strong communication skills, is inquisitive, thoughtful, organized, self-directed, and can function both independently and collaboratively.

**SALARY INFORMATION:**

This is an unpaid internship.

**ADDITIONAL INFORMATION/COMMENTS (Optional):**

Director - Organizational Development, will serve as the intern's primary supervisor. Intern will work closely with Project Manager- Organizational Development

The Organizational Development Intern will gain an overview of key human capital management initiatives including:

- Onboarding
- Professional and organizational development
- Performance management
- Employee engagement

The intern will strengthen their use of Microsoft Office and develop skills in research, planning, operations, communications and time management. She/he will learn how to effectively manage different workflows and learn the value of collaboration and relationship-building to accomplish immediate objectives.