



**Department of
Education**

Carmen Fariña, Chancellor

FALL 2015 INTERNSHIP OPPORTUNITY

Internship Title – Organizational Development Graduate School Intern

Description:

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

The Organizational Development Unit (ODU) within the OOS offer 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:

- Develop processes and an implementation plan for an e-learning platform for central employees.
- Support planning and logistics for ODU events and professional development opportunities, including Learning & Development Series, Management Academy, Microsoft IT Academy, Employee Resource Groups, and related engagement events.
- Collects, enters, analyzes data related to ODU projects and initiatives and performs additional quality checks on data reports.
- Provide project management support, including tracking and organizing ongoing activities.
- Design and develop materials to support ODU communications.
- Attend ODU meetings and events.
- Assist with operational duties including process improvements, filing reorganization, and standard operating procedure updates.

Minimum Required Qualifications:

- You are currently enrolled in graduate school or you are a recent graduate (within 12 months) in good standing in any of the following professional disciplines: business, organizational management, public policy, law, and education policy or a related field
- You are authorized to work in the United States.
- You have at least 1 year of professional work experience

Qualifications/Special Skills:

Organizational Services' ideal intern is interested in communications, marketing, research, organizational development, organizational strategy, human relations, web design, or a related field. S/he is inquisitive, thoughtful, organized, self-directed, and can work both independently and collaboratively to complete projects on time. The Intern should be a strong communicator and problem solver.

Preferred: Proficiency with Microsoft Office applications including Outlook, Word, Excel, and PowerPoint and working with web-based survey, registration, and event management software.

Duration: September 21- December 11, 2015.

Time requirement: At least 15 hours per week with a minimum commitment of 10 weeks; Flexible weekday hours.

Compensation: \$20 hour.

Position Reports to: Manager, Strategy & Systems, Organizational Development Unit.

Application Process: Please email cover letter, resume, and writing sample to Organizational Development Unit at ODU@schools.nyc.gov. Please include "ODU Internship Opportunity" in the subject line. Incomplete applications will not be considered.

Application Deadline:

Program Dates: September 21– December 11, 2015.

Applications will be considered through September 11, 2015.

Time Requirement: At least 15-20 hours per week with a minimum commitment of 10 weeks.

Questions?

If you have questions, please contact:

Organizational Development Unit
Office of Organizational Services
NYC Department of Education
Email: ODU@schools.nyc.gov

It is the policy of the Department of Education of the City of New York to provide equal employment opportunities without regard to **race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, unemployment status, prior record of arrest or conviction (except as permitted by law) predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.**

It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight and to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation.

This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, New York State and City Human Rights Laws and Provisions of Anti-Discrimination in Collective Bargaining Agreements of the Department of Education of the City of New York.

Chancellor's Regulation A-830 sets forth the procedures for employees, parents of students, students and others who do business with, use DOE facilities or otherwise interact with the DOE to file complaints of unlawful discrimination or retaliation based upon such complaints. Complaints may be filed by contacting the office of Equal Opportunity (OEO) or by filing with one of the agencies identified below. A copy of Chancellor's Regulation A-830 may be obtained from OEO or at: www.nyc.gov/schools/o eo.

How to Apply

Application Materials

Applications are due by the previously stated deadlines

Required materials for the application include:

1. Resume (most updated version).
2. 1-page cover letter.
3. A writing sample highlighting your writing skills. It can be from a school term paper or work-related project. Ideally, it should be related to education policy but this is not required. The sample should be 300-500 words.

To apply, applicants must submit all materials via email to Organizational Development Unit at ODU@schools.nyc.gov. Please include "ODU Internship Opportunity" in the subject line. Incomplete applications will not be considered.

If your application is selected, you will be contacted via email for a phone (or in-person) interview.