



# NYC Department of Education 2015 Summer Internship Program Project Form

**INTERNSHIP TITLE:**

CSRG Communications Intern

**DIVISION/OFFICE:**

External Affairs & Communications/Chancellor’s Strategic Response Group

**ADDRESS:**

52 Chambers Street, Room 215, NY, NY 10007

**OFFICE DESCRIPTION:**

CSRG handles, tracks, assigns, and responds to correspondence sent to the Chancellor of the DOE. Works with school, district, and central-based staff members to assess concerns brought to Chancellor’s attention, and then issue formal responses.

**INTERNSHIP RESPONSIBILITIES:**

Intern will help respond to correspondence by drafting and editing responses, researching topics on DOE and internet-based archives & search engines. Will also attend meetings to learn about central-based events and upcoming programs/policies. Individual will be provided the opportunity to contact school and central-based personnel regarding their cases, and the intern will also learn DOE’s style guide (for written correspondence). Will also assist with special projects as needed.

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

- Strong reading/writing skills
- Strong attention to detail and accuracy
- English/Journalism/Communication/Educational Policy background preferred

**SALARY INFORMATION:**

This is an unpaid internship.

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

The CSRG Intern will gain firsthand experience on how the DOE’s Communications Office communicates clearly and often to press outlets, parents, students, teachers, administrators, other educators, and stakeholders regarding decisions that affect the DOE’s over 1,800 schools and 1.1 million students.