



NYC Department of Education 2016 Summer Internship Program Project Form

INTERNSHIP TITLE:

Employee Engagement and Development Intern

DIVISION/OFFICE:

Division of Teaching and Learning/Office of Strategy and Support (OS&S)

ADDRESS:

52 Chambers Street, Room 315, New York, NY, 10007 (Tweed)

OFFICE DESCRIPTION:

The Office of Strategy and Support (OS&S) works with offices throughout the Division of Teaching and Learning to actualize the DT&L instructional vision, values, and other high-priority initiatives defined by the Deputy Chancellor. The office is responsible for developing structures and systems to increase collaboration across teams, improving the coherence of Central office communications and policies for schools and building the professional capacities of DT&L staff members. Through this strategy, DT&L can create conditions for all schools to continuously learn and pursue school improvement.

INTERNSHIP RESPONSIBILITIES:

- Review and analyze feedback surveys from the 2016 Winter/Spring PD Catalog opportunities
- Review and distill feedback from DT&L Summer Retreat and the 2016 DHR Employee Survey to gauge employee interests
- Create a database of vendors that offer trainings tailored to employee interests
- Work with Special Projects Associate and Chief of Staff to create proposals for new professional development initiatives
- Attend Organizational and Leadership Development meetings to present new proposals

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

- Major with a strong emphasis in learning and research (e.g. Psychology, Sociology, Education)
- Knowledgeable and comfortable with data synthesis and analysis
- Ability to learn quickly and take initiative
- Personable and open to working with a variety of constituents
- Self-starter and comfortable with taking initiative



**Department of
Education**

Carmen Fariña, Chancellor

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):