



**NYC Department of Education
2016 Summer Internship Program
Project Form**

INTERNSHIP TITLE:

Grants Analyst Intern

DIVISION/OFFICE:

Teaching and Learning - Operations

ADDRESS:

52 Chambers St.

OFFICE DESCRIPTION:

The DT&L Operations team provides operational support to all teams across the division. Our team leads and supports work in the following areas: budget, grants, contracts, purchasing, and hiring full and part time staff. Our team is committed to developing and implementing strong systems and processes to support all DT&L and DOE priorities.

INTERNSHIP RESPONSIBILITIES:

The intern will take leadership on synthesizing research and data regarding current DT&L programs to support their expansion and sustainability. S/he will gain the opportunity to work with field-facing staff and operations to support our grants infrastructure from many angles, including grant development, financial analysis, and program evaluation.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Excellent writing and basic research and excel skills. Interest in and basic understanding of program development and evaluation, grant writing, data analysis preferred. Desire to learn about extended learning time, models of teacher preparedness, and/or grants management.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):