Department of Education
Carmen Fariña, Chancellor

NYC Department of Education
2015 Summer Internship Program
Project Form

INTERNSHIP TITLE:

Operational Support Intern

DIVISION/OFFICE:

Deputy Chancellor Dorita Gibson – Office of School Support & Supervision

ADDRESS:

52 Chambers Street, Room 208, New York, NY 10007

OFFICE DESCRIPTION:

The Office of School Support and Supervision oversees the superintendent, cluster and network structure. The Office provides instructional and operational support to more than 1,500 New York City public schools with the exception of charter schools, District 75, and District 79. The Office also supports the 41 NYC superintendents, providing them with pertinent information regarding DOE policy and procedures to supervise principals effectively.

INTERNSHIP RESPONSIBILIES:

The Operations Intern will develop project management skills while supporting the Office of School Support & Supervision. Intern will engage in the following activities:

- Assist with logistics for trainings with superintendents, clusters and networks
- Support with weekly newsletter to superintendents, clusters and networks
- Data analysis
- Engage in activities within the Office of School Support and Supervision related to summer school, school opening, August borough-wide graduation ceremonies, and fiscal year planning.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Intern should have a strong interest in public education, public policy, political science, communications, operations, or a related field. Excellent written and oral communication skills, strong interpersonal skills, the ability to interact with a diverse array of people, and strong analytical skills are preferred. Proficiency in Microsoft Office Word, Excel, and PowerPoint is preferred.

SALARY INFORMATION:

This is an unpaid internship.

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ADDITIONAL INFORMATION/COMMENTS (Optional):

The Operational Support Intern will gain an overview of the school support and superintendent structures. The intern will strengthen their use of Microsoft Office and develop skills in research, planning, and time management. She/he will learn how to effectively manage different workflows to accomplish immediate objectives.