



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

**INTERNSHIP TITLE:**

Database Assistant for District Planning Intern

**DIVISION/OFFICE:**

Office of District Planning

**ADDRESS:**

100 Gold Street, Suite 3200, New York, NY

**OFFICE DESCRIPTION:**

The Office of District Planning (ODP) aims to ensure that students in every community across the city have access to high quality options that meet their needs at all levels of schooling. ODP does this by evaluating access to schools and programs, demand for educational services, and the supply of space available for those services.

**INTERNSHIP RESPONSIBILITIES:**

- Work with the Office of District Planning’s analytics and planning teams to assist with management of several citywide databases.
- Help collect data on citywide workstreams, including Educational Impact Statements, school space, and program information.
- Assist with the updating of data and information into dynamic databases.
- Collaborate with planners and analysts to analyze and summarize data.

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

Experience with Excel, data management and public policy will be helpful.

**SALARY INFORMATION:**

This is an unpaid internship.

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



**Department of  
Education**

*Carmen Fariña, Chancellor*