

2014 NYC DOE Summer Internship Program

INTERNSHIP TITLE:

DOE - 007 Office of Teacher Recruitment and Quality: Strategic Recruitment and Staffing Intern

DIVISION/OFFICE:

Division of Human Resources

ADDRESS:

65 Court Street, Brooklyn, NY 11201

OFFICE DESCRIPTION:

The Office of Teacher Recruitment and Quality (TRO) is responsible for recruiting and retaining the best and brightest teachers in New York City to ensure that every student has the opportunity to learn from an excellent educator in every one of our district schools. In addition to guiding schools and principals in their search for the right teacher, we also support our current teaching force – the largest in the country – by communicating and creating pathways for development and movement within our system.

INTERNSHIP RESPONSIBILITIES:

TRO seeks an intern to support and help manage policy, program, and communication initiatives. The intern will work to advance TRO's efforts to strategically support school leaders and high-quality teacher candidates during the summer hiring season and beyond. The intern will be supervised and trained in the following office activities:

- Assist in creating tools and resources to share best practices in hiring high-quality educators;
- Assist with supporting the expansion of universal pre-kindergarten by developing communications, tools, and engaging stakeholders;
- Assist with providing high-touch recruitment and hiring support to school leaders at New York City's highest-need schools;
- Assist with synthesizing qualitative and quantitative HR data to identify trends and tailor hiring support;
- Assist with providing operational support as needed to equip high-quality candidates with the skills and knowledge to be successfully; and
- Assist with making recommendations to TRO senior leadership on program and policy initiatives.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Current undergraduate students who meet the eligibility criteria of a B average or greater may be considered for an unpaid internship.

We are seeking candidates who can demonstrate the ability to:

- Be comfortable working in a fast-paced environment, and be flexible enough to move from task to task efficiently.
- Understand stakeholders needs and look at decisions from a stakeholder's point of view
- Balance paying attention to details and accuracy while being able to meet fairly tight turnaround times and deadlines.
- Seeks opportunities to learn from others; reflects on his/her actions and seeks feedback from colleagues and stakeholders
- Possess excellent written and oral communication skills, as well as basic computer literacy (i.e., MS Office, especially Excel; experience with more advanced programs, such as Access would be useful).

Also preferred:

Experience or demonstrated interest in one or more of the following:

- urban education (e.g., teaching, tutoring);
- human resources (e.g., interviewing, customer service);
- communications (e.g., writing, graphic design); and/or
- operations/systems development (e.g., technology maintenance, operations management).

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS:

For more information about our teacher recruitment efforts, please visit teachnyc.net.



**Department of
Education**

Carmen Fariña, Chancellor