



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

INTERNSHIP TITLE:

CSRG Communications Intern

DIVISION/OFFICE:

External Affairs and Communications/Chancellor’s Strategic Response Group

ADDRESS:

52 Chambers Street, Room 215

OFFICE DESCRIPTION:

CSRG handles, tracks, assigns, and responds to correspondence sent to the Chancellor of the DOE. Works with school, district, and central-based staff members to assess concerns and follow-up accordingly.

INTERNSHIP RESPONSIBILITIES:

Intern will help respond to correspondence by drafting and editing responses, and researching topics on DOE and internet-based archives & search engines. Will also attend meetings to learn about central-based events and upcoming programs/policies. Will also assist with special projects as needed.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

- Strong reading/writing skills
- Strong attention to detail
- English/Journalism/Communication background preferred.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):