



NYC Department of Education

2015 Summer Internship Program

Project Form

INTERNSHIP TITLE:

Program Analysis Intern

DIVISION/OFFICE:

Office of Interschool Collaborative Learning

ADDRESS:

52 Chambers Street, New York, NY 10007

OFFICE DESCRIPTION:

The Office of Interschool Collaborative Learning aims to build the capacity of school communities by creating structured opportunities for interschool collaboration, leadership development, and resource sharing through three innovative programs: Learning Partners, Middle School Quality Initiative, and Showcase Schools.

INTERNSHIP RESPONSIBILITIES:

Currently, the application to our three programs for 2015-2016 is open through March 24. Our office, with the support of other teams across the division, will be vetting candidate schools through May, and the cohort for each program will be announced in June. Our summer intern would assist with the analysis of the application process. She/he may help organize and lead discussion groups to gather information from reviewers, perform data analysis of our program cohorts, support the project management of summer professional development across the office, and help with any on-going projects if needed.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

- Strategic analysis
- Critical thinking
- Communications
- Teamwork and partnership
- Data analysis

SALARY INFORMATION:

This is an unpaid internship.



ADDITIONAL INFORMATION/COMMENTS (Optional):

The Program Analysis Intern will be immersed in the work of the Office of Interschool Collaborative Learning. Assisting with the analysis of the OICL Common Application, she/he will develop partnerships with employees across the Department of Education, strengthen her/his communications, facilitation, and critical thinking skills through in person discussion groups, e-mail correspondence, and the creation of a policy memo. She/he will also build strong working relationships with other members of the OICL team in support of professional development for over 200 schools.