



2012-2013 INTERNSHIP OPPORTUNITY

Internship Title – Communications Intern, Division of Academics, Performance, and Support

(Please Note: This is an *Unpaid* Internship)

Description: The [New York City Department of Education](#) (NYC DOE) is the largest public school system in the United States, with about 1.1 million students and 74,000+ teachers in over 1,700 schools. In January 2003, the NYC DOE launched Children First: A New Agenda for Public Schools. Through these reforms, which focus on strong leadership at the school level, empowering schools by giving them more autonomy over decision-making, and holding schools accountable for student achievement, the City's graduation rate has increased significantly: from 53% in 2003 to 66% in 2011. The NYC DOE is now playing a leading role nationally in implementing the Common Core standards, reforming teacher and principal evaluations, and providing educators with the resources they need to meet new, higher expectations.

The Division of Academics, Performance, and Support (DAPS) leads the NYC DOE's instructional work, including implementation of the Common Core standards. Working toward the goal of graduating all students ready to succeed in college and careers, DAPS also oversees school accountability initiatives, leadership pipeline development, and direct operational and instructional support to schools.

The DOE invites undergraduate and graduate students interested in education and public policy, organizational management and communications to participate in an internship with the DAPS team. Interns will provide support to DAPS staff and gain valuable skills and insights, while assisting with reporting and communications for DAPS throughout the DOE. This unpaid internship based out of the central office at the Tweed Building (52 Chambers St.) can provide school credit, offers flexible schedule and valuable experience in urban education reform.

Benefits of Internship:

- Gain a deeper understanding of the Department of Education's citywide priorities
- Develop project management skills
- Gain an understanding of how internal and external communications are developed and delivered
- Attend regular professional development sessions about various DOE projects
- Develop greater proficiency with Microsoft Office

Duration: Available Now thru Spring Semester 2013

Time requirement: At least 10 hours per week with a minimum commitment of 10 weeks or one school semester through May 2013; Flexible weekday hours.

Compensation: All internships are unpaid. Academic credit is supported (based on individual schools requirements). Students are responsible for their own housing. We encourage students to secure funding through their schools if possible and aggressively work to secure school funds.

Position Reports to: Deputy Chief of Staff, Division of Academics, Performance, and Support

Internship Responsibilities include (but not limited to):

- Support planning and logistics for DAPS events and professional development opportunities, including the Chancellor's Principal Conference and project management seminar
- Research and support internal and external communications for the Chief Academic Officer, including talking points, correspondence, and PowerPoint presentations
- Provide project management support, including tracking and organizing ongoing activities

In addition to everyday workload, efforts are made towards educating interns about the organization as a whole through meetings, events, and other opportunities.

Eligibility:

- Currently enrolled undergraduate students in good standing from all disciplines
- Preferred: Graduate students in good standing from variety of professional disciplines including: business, organizational management, public policy, law, and education policy
- Recent graduates (within 6 months) are also encouraged to apply.

Qualifications/Special Skills:

- Ability to manage multiple projects at once, work under pressure, and meet frequent and changing deadlines
- Ability to present information in a clear, concise and logical manner, including excellent writing and editing skills
- High levels of personal responsibility, initiative, attention to detail, and motivation
- Flexible, optimistic approach, committed to overcoming obstacles; ability to work efficiently in a fast-paced, deadline-driven environment
- Ability to pursue an Unpaid Internship
- Preferred: Proficiency with Microsoft Office applications including Outlook, Word, Excel, and PowerPoint

Application Process: Please email cover letter and resume to Katie Connelly at kconnelly3@schools.nyc.gov. Please include "Internship Program Opportunity" in the subject line. Incomplete applications will not be considered.

Application Deadline:

2012-2013 Fall/Spring Semester

Program Dates: At present - May 17, 2013

Applications will be reviewed on a rolling basis up until January 21, 2013

Time Requirement: At least 10 hours per week with a minimum commitment of 10 weeks

Questions?

If you have questions, please contact:

Katie Connelly
Division of Academics, Performance, and Support
NYC Department of Education
Phone: (212) 374-3984
Email: kconnelly3@schools.nyc.gov

It is the policy of the Department of Education of the City of New York to provide equal employment opportunities without regard to **race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law) predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.**

It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight and to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation.

This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, New York State and City Human Rights Laws and Provisions of Anti-Discrimination in Collective Bargaining Agreements of the Department of Education of the City of New York.

Chancellor's Regulation A-830 governs the filing of complaints of internal complaints of discrimination/harassment. Any person who believes they have experienced discrimination may file a complaint in accordance with Chancellor's Regulation A-830 by contacting the Office of Equal Opportunity ("OEO"), or file with one of the agencies identified below. A copy of Chancellor's Regulation A-830 may be obtained from OEO or at: www.nyc.gov/schools/oeo.

How to Apply

Application Materials

Applications are due by the previously stated deadlines

Required materials for the application include:

1. Resume (most updated version)
2. 1-page cover letter
3. A writing sample highlighting your writing skills. It can be from a school term paper or work-related paper. Ideally, it should be related to education policy but this is not required. The sample should be 300-500 words.

To apply, students must submit all materials via email to Katie Connelly at kconnelly3@schools.nyc.gov. Please include "Internship Program Opportunity" in the subject line. Incomplete applications will not be considered.

If your application is selected you will be contacted for a phone (or in-person) interview within approximately three weeks time.