



# NYC Department of Education 2015 Summer Internship Program Project Form

**INTERNSHIP TITLE:**

Personnel, Budget and Data Intern

**DIVISION/OFFICE:**

Office of School Health

**ADDRESS:**

28-11 Queens Plaza North, LIC, NY 11101 and 42-09 28<sup>th</sup> St. LIC. NY 11101

**OFFICE DESCRIPTION:**

The Office of School Health (OSH) is a joint program of the Department of Education, and Department of Health and Mental Hygiene responsible for promoting the health of 1.3 million school children enrolled in approximately 1,800 public and non-public schools in New York City. Services to students include case management of chronic health problems, preventive health screening, urgent care, medication administration, Medicaid program, preventive counseling, health education, referral for care and assurance of ongoing effective treatment.

**INTERNSHIP RESPONSIBILITIES:**

Intern will engage in the following activities while assisting OSH staff with all personnel and budgetary matters:

- Collect and analyze data related to the Medicaid, Vision and Nursing programs
- Participate in personnel analysis and staff development
- Assist in the development of spending plans and ensure that funds are scheduled as needed
- Learn how to develop and implement systems to track expenditures
- Participate in analyzing program budgets and expenditures to ensure appropriate use of funds
- Generate reports relating to operation costs within the DOE budget system including APRL and Galaxy

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

- Knowledge of Word, Excel and PowerPoint
- Strong desire to participate in a fast-paced, collaborative office is critical as well as being a strong team player



**SALARY INFORMATION:**

This is an unpaid internship.

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

The Personnel, Budget and Data Intern will learn budget, HR and purchasing processes of the DOE. She/he will learn the DOE's financial and HR systems. The intern will be directly involved with OSH's hiring process.