



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

INTERNSHIP TITLE:

Special Projects Intern for Students in Temporary Housing

DIVISION/OFFICE:

Students in Temporary Housing Unit (STH) inside the Office of Safety & Youth Development

ADDRESS:

1 Fordham Plaza, Bronx NY, 10458

OFFICE DESCRIPTION:

Students in Temporary Housing supports the rights of students protected by the McKinney-Vento Homeless Assistance Act and Chancellor’s Regulation A-780 and ensure that students residing in temporary living situations have access to the same public education and services that are available to permanently housed students.

INTERNSHIP RESPONSIBILITIES:

The project will include assisting with the implementation of STH’s Open House event. The intern will coordinate certain aspects of the Standard Operating Procedure (SOP) for the event. The intern will also assist with collecting material for the STH newsletter which will be released over the summer. The intern will gain advanced knowledge in Students in Temporary Housing.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Microsoft Word, PowerPoint and Publisher

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):