



Transition to College Internship – Spring 2011

(www.nyc.gov/adulteducation)

The Mayor's Office of Adult Education is seeking exceptional GED graduates who are currently enrolled in college or in college-prep classes to join a successful Transition to College Internship.

The aim of this Mayor's Office internship is to build peer leadership and learner-led networks in order to strengthen outcomes for current GED students and alumni enrolled in college and vocational training. Interns work closely with other alumni and with GED programs to improve persistence, graduation rates and transitions to college and vocational certification programs.

Interns will work 15-20 hours/week over one semester. Candidates must possess a GED Diploma and must be registered and attending college or vocational certification or college prep courses to qualify for internship. This leadership development internship combines field work with participatory learning in a team building environment.

GOALS:

- Improve outcomes for adult education students and alumni in college, career and life.
- To strengthen the adult literacy system by developing learner leadership at every level.
- To work closely with the Mayor's Office and the Adult Education Alumni Alliance to build a network of adult learners and alumni able to effectively advocate for students and adult education reform.
- To help build a student-centered adult literacy system in New York City.

SPECIFIC PROJECTS INCLUDE:

- Mentor other adult learners and alumni to build networks for mutual support and motivation via participation in the Adult Education Alumni Alliance Speakers Bureau.
- Develop effective outreach information and communication strategies including video interviews and web-based social networking.
- Partner with literacy programs to develop the 'Students Helping Students' model.
- Participation in the GED reform process underway in NYC. Meet with elected officials and attend advocacy meetings as needed.

EXPECTATIONS:

- Interns will work 10-15 hours a week.
- Meet biweekly at The Mayor's Office of Adult Education.
- Weekly field-based activities including teamwork on CUNY campuses and in CBOs as part of student outreach and mentoring efforts.
- A strong desire to improve outcomes for their peers as well as adult education programs.

SPECIFIC INTERNSHIP REQUIREMENTS INCLUDE:

- Ability to work in a professional manner with diverse populations.
- Reliable, responsible, independent and able to work well as part of a team.
- Well organized. Ability to handle pressure and meet deadlines.
- A GED Diploma, currently attending college, college prep or vocational certification classes.

Interested candidates should contact Katy Taylor at [katytaylor@dycd.nyc.gov](mailto:katy.taylor@dycd.nyc.gov) or Marlee Ickowicz at mickowicz@cityhall.nyc.gov. This is an unpaid internship.

Early application (by Monday Dec 20th) is encouraged. Final application deadline is Jan. 14, 2011.

The Mayor's Office of Adult Education (MOAE) works to improve the quality of life of New Yorkers by promoting a state-of-the-art adult education system that serves more people with greater results. MOAE works with Adult Literacy programs that teach English as a Second Language (ESOL) and GED and promotes best practices to help learners – primarily immigrants and people over 16 without a high school degree -- to reach their goals. MOAE partners with adult learners, educators, and government agencies to achieve this vision.

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