

Internship for Human Resources and Payroll

AGENCY DESCRIPTION

The Civilian Complaint Review (CCRB) - New York City's independent police oversight agency - is empowered to receive, investigate, make findings and recommend action on complaints against New York City police officers that allege the use of excessive force, abuse of authority, discourtesy or offensive language. The board's investigations are conducted in an impartial fashion by the board's investigative staff, which is composed entirely of civilian employees. The CCRB receives and investigates approximately 7,500 complaints each year. Additional information concerning the CCRB is available at www.nyc.gov/ccrb

POSITION TITLE

One part-time Fall Internship (1) position, start date and schedule to be determined.

INTERNSHIP RESPONSIBILITIES

The intern selected will assist the Director of Human Resources and Payroll with:

- Clerical and Administrative tasks within the Human Resources /Payroll department
- Daily assignments may include filing, data entry, making photocopies and preparing employment application packages
- Log applicant resumes and schedule candidate interviews
- Perform various tasks as assigned.

The interns will benefit by the exposure to Human Resources, Payroll and Recruitment procedures, the opportunity to utilize computer skills, enhancing communication skills and will have exposure to the daily administration of the Human Resources and Payroll Department.

QUALIFICATIONS

Candidates for internships must be a matriculated student currently enrolled in a degree program in and accredited college. Employment is conditioned upon continuance as a student in an accredited college.

Preferred: Enrolled in courses related to human resource management or interest in human resources management. Student must also possess excellent computer, verbal and written communication skills.

TO APPLY, SEND RESUME AND COVER LETTER EXPRESSING INTEREST IN THE CCRB BY:

- **e-mail:** cgeorge@ccrb.nyc.gov (as a Word or PDF attachment)

- OR -

- **mail:**

Carolene George, Director of Human Resources and Payroll
New York City Civilian Complaint Review Board
40 Rector Street, 2nd floor
New York, NY 10006

- OR -

- **fax:** (212) 676-6037

SALARY RANGE

Unpaid. Academic credit available.

CCRB is an equal opportunity employer.