

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF CORRECTION

Human Resources Division
75-20 Astoria Boulevard, Suite 320
East Elmhurst, NY 11370

Contact: Susan Howard
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AGENCY DESCRIPTION

The Department of Correction, provides custody for males and females inmates, 16 years and older, who after arraignment on criminal charges are unable to post bail or are remanded without bail, pending trial. The department also incarcerates individuals sentenced in the city to terms of up to one year, parole violators awaiting revocation hearings as well as others charged with civil crimes.

UNIT DESCRIPTION

The New York City Department of Correction Constituent Services office serves as a bridge between the Department and the community at large, providing a final resolution point for legitimate concerns regarding conditions of confinement, dissemination of useful and timely information, building community relationships, enhancing public awareness, promoting justice and positive change, and fostering respect for all while supporting the Department's goals.

POSITION TITLE

Constituent Services Intern (2)

INTERNSHIP RESPONSIBILITIES

Under the direction of the Director of Constituent Services the intern will interact with the public and stakeholders by phone and in writing, to identify and assess concerns. Ensure that all inquiries are responded to promptly and thoroughly; audit cases to ensure thorough completion; evaluate trends in issues and make recommendations to the Deputy Director of Constituent Services regarding agency policies and procedures.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The intern selected must be currently enrolled in a graduate/undergraduate degree program in an accredited college or university. Enrollment verification is required prior to the commencement of employment.

APPLICATION PROCESS

To apply: Résumé must be received by 05/30/2014. Email cover letter and résumé in Microsoft Word or pdf format (indicating position title) to: susan.howard@doc.nyc.gov or mail cover letter and résumé (indicating position title) to:

Susan Howard, Program Coordinator
Human Resources Division
NYC Department of Correction
75-20 Astoria Blvd, Suite 320
East Elmhurst, NY 11370

SALARY RANGE

\$10.22 per hour

ADDITIONAL INFORMATION / COMMENTS

Submission of your résumé is not a guarantee that you will receive an interview.

Note: Only those candidates under consideration will be contacted.