

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF CORRECTION

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

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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 Training Management Unit of the Correction Academy is responsible for the overall day-to-day administration of the department's internal training initiatives and program within the academy and department-wide. The unit manages, implements, evaluates and modifies all training curricula for uniformed and non-uniformed staff, including new recruit officers training, in-service skills development training and promotional training. The training management unit also assists in the planning, development and implementation of training programs bearing on all aspects of the department's operation. The unit also ensure the department is up-to-date in current training methodology and technology to better engage participant learning.

POSITION TITLE

Training Database Intern

INTERNSHIP RESPONSIBILITIES

Under the direction of the Training Management Coordinator/Head of Academics of the Correction Academy, the intern will be responsible for assisting in the evaluation of the Academy's current database environments. The ideal intern will conduct research in an effort to design, develop and implement databases to record, track and manage the Correction Academy and Firearms and Tactics Unit training and requalification statistical data. The intern will also work closely with the Department's Training Coordinator to assist in the development of the Correction Academy internal training webpage and liaise with internal divisions and external vendors in the procurement of training services for the department. Assist academy instructors in preparing class materials and other tasks as assigned by the Assistant Commissioner of Training and Deputy Warden of the Correction Academy.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Must be currently matriculated in a graduate/undergraduate degree program in an accredited college or university.

Enrollment verification is required prior to the commencement of employment. The ideal intern will be working towards a degree in Computer Science, Computer Information Systems, Information Technology, Database Programming. Proficiency in Microsoft Office, especially Access and Excel. Preferred intern will also possess some knowledge of Microsoft Sharepoint and website design.

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.