

# 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 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 Management 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 identifying requirements for a new E-Learning System, researching and identifying suitable solutions for the department, developing suitable standards for creating online learning content and classes, creating basic online learning content, provide administration support to ensure smooth facilitation of various learning and development programs, liaise with internal and external vendors in the procurement of training services for the department, and assisting academy instructors in preparing material for various classes and other task 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. Ideal candidate will be studying Instructional Design for Learning and Online Content Development and Delivery, Human Resources, Organizational Development, or Designing for Online Learning Delivery. Proficiency in Microsoft Office, especially Word, PowerPoint, Outlook and Excel. Some proficiency in course authoring tools including, but not limited to, Adobe Captivate, Flash, Photoshop and Camtasia.

### **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.