

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 Workforce Development Unit coordinates and provides soft and hard skill training programs to sentenced and detained inmates.

POSITION TITLE

Workforce Undergraduate Intern (2)

INTERNSHIP RESPONSIBILITIES

The internship opportunity is located on Rikers Island.

- Co-Facilitate Department's Workforce101 course, which comprises five components; résumé writing, cover letter writing, interview preparation, familiarization with community based organizations, and cognitive behavioral therapy.
- Attend 3 training sessions about the curriculum's structure & content, pedagogical strategies, and ways to measure outcomes.
- Edit résumés and cover letters prepared by Workforce101 participants.
- Enter Workforce101 participants' contact information and other pertinent data in online database.
- Perform other related duties as required by the Director of Workforce Development and Workforce Development Program Specialist.
- Research best practices, and prepare proposals for public and private entities.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The intern selected must be currently enrolled in an 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.