

# 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 Health Affairs unit is responsible for the coordination, facilitation and delivery of regular and emergency health, mental health and dental services to 110,000 inmates per year at 10 jails citywide.

### **POSITION TITLE**

Health Affairs Intern

### **INTERNSHIP RESPONSIBILITIES**

Reporting to the Assistant Commissioner of Health Affairs, the intern will update the Division's various databases. This task will require the review of documents, data-entry and the input of dispositions as it relates to these databases. The selected Intern will generate documents for digital filing and take part in the archival process of all hard copy documents. Tasks will also include copying, faxing, responding to telephone inquiries and participation in special projects as needed.

### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

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.