

# 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's Educational Services Unit works closely with providers of educational, vocational, and transitional services to ensure adequate services for the incarcerated, most specifically the 16-21 and the 22+year olds. Some of its members represent the Department and are engaged in groups that include the Interagency Coordinating Council of Youth and the Mayor's Office of Adult Education Re-Entry Education Network, where they voice concerns and assist with the possibilities of creating stronger and better services for those involved in the criminal justice system.

### **POSITION TITLE**

Educational Services Intern

### **INTERNSHIP RESPONSIBILITIES**

This internship opportunity is located on Rikers Island. The Intern will assist the members of the Educational Services Unit with recruitment efforts and implementation of the sixth DOC -Manhattan College Initiative that would afford ten (10) sentenced female participants with the opportunity to enroll and complete a three credits course at RMSC. The Intern will assist with the recruitment process to include the development of flyers, distribution of applications, brief presentations at inmate councils, review of completed applications, assistance with the selection process, the development of attendance sheets for the initiative, and data entry.

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

The selected Intern must be currently enrolled in a Bachelor's degree program in an accredited college or university with a major in Criminal Justice, Education, Human Resources or another related discipline. Enrollment verification is required prior to the commencement of employment. Strong computer and communication skills, self-motivated, and experience with reports.

### **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.