

Speech Communications / Research Intern

Division/Unit: Administration, Finance and Policy	OEM Employee to Supervise Project: Ashley Kolberg
How many interns: 1	Education Level: Undergraduate (junior or senior) Graduate
Background on Project: The Commissioner and Deputy Commissioners are often called on to provide presentations or give speeches to a variety of audiences. Although a standard template exists, each event requires personalization and an update of information.	
Description of Project/ Intern Responsibilities: Under the supervision of the policy analyst: <ul style="list-style-type: none">▪ Make contact with groups to obtain information on events (audience, topic, technology, etc.)▪ Create drafts of presentations based on this information▪ Meet with Commissioner to make edits to presentations▪ Draft notes and/or speeches to accompany presentations	
Requirements/special skills needed: <ul style="list-style-type: none">▪ Excellent PowerPoint and Microsoft Word skills▪ Excellent organizational and communications skills▪ Interest in policy/legislative issues	
Additional Information: <ul style="list-style-type: none">▪ There will also be opportunities to work on policy/legislative issues as needed▪ Internship is for a minimum of 14 hours per week beginning the week of October 2, 2006	

To apply please send your résumé and cover letter to interns@oem.nyc.gov by September 15, 2006. Be sure to put the internship title in the subject line of the e-mail.