



2024 NYC Summer Internship Program Application Form

Agency: Board of Correction

Division: Administration

Address 1: 2 Lafayette Street, 12th Floor, New York, NY 10007

Address 2: Input Address 2

Contact: Danielle Ortega

Email: DOrtega@boc.nyc.gov

Phone: Input Phone Number

Agency Description

The Board of Correction is a critical independent oversight of the City's jails. The New York City Charter outlines the Board's broad mandates to establish local regulations, investigate any matter within the jurisdiction of the Department of Correction, and evaluate the Department and Correctional Health Service's performance. The Board's Minimum Standards regulates the conditions of confinement and correctional health and mental health care in all City jails.

The Board advances improvement and change toward smaller, safer, fairer, and more humane jails.

Unit Description

The Administration team is responsible for the human resources, payroll, leave and benefits, budget, EEO, information technology operations, fiscal, and administrative activities for the Board of Correction. The four-person team ensures compliance with

City and agency rules, policies, and procedures while supporting the needs of the agency, the Board, and its staff.

Position Title Summer Intern - Administration

Internship Responsibilities

Under the direction of the Deputy Executive Director of Administration (“DED”), the Summer Intern - Administration (“SIA”) will support the recruitment, EEO, training and budget functions of the Board.

Responsibilities include but are not limited to:

- Support the Office Manager and DED with the hiring process, including submitting job postings online, sending applications to hiring managers and participating in recruitment efforts
- Assist with EEO reporting and EEO activities.
- Support the collection of remote work pilot performance indicators and quarterly reporting
- Review and evaluate program budgets. Monitor agency spending to ensure spending does not exceed the approved budget.
- Conduct bi-weekly surplus/needs analysis and develop projections to identify potential surplus/deficit condition.

Qualifications/Special Skills/Area of Study

The candidate should have the following qualifications:

- Experience and interest in talent development, recruitment, financial management, or a related field
- Have strong financial analytical skills with commitment to detail and organization
- Possess strong written and verbal communication skills
- Be proficient in Microsoft Office Suite, including Excel
- Have the ability to work independently and take initiative, when necessary

The internship is open to both undergraduate and graduate applicants. Undergraduate and graduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year. Graduate interns also must be currently enrolled or accepted in a graduate program

Application Process

Email your resume and cover letter to Danielle Ortega – Dortega@boc.nyc.gov on or before Friday, May 3, 2024. Include the position name in the subject line.

Salary Range \$17/hour - \$18/hour

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Internship will span 12 weeks. The anticipated start date is Monday, June 3, 2024.

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