

Presidential Internship

The Office of the President at John Jay College of Criminal Justice is seeking qualified undergraduate students for the annual Presidential Internship program. Through this program current John Jay students will be exposed to the inner workings of an executive office in a major educational institution and gain insight into the management of the entire College. They will gather experiences on how the President interacts with partners at the city and state level, as well as with non-profit organizations in the private sector.

These Presidential Interns will work directly with the Coordinator of Research and Special Projects to the President and will participate in and contribute to projects of interest to the President. They will be engaged in a wide variety of tasks as listed here.

General Responsibilities:

- Conducting extensive online research and analysis of documents
- Drafting letters and memos
- Creating and maintaining databases
- Attending meetings with the President and accompanying him to events
- Assisting in event planning and conference organization
- General administrative duties

The Office of the President is a highly dynamic and eventful workplace that must be responsive to requests at all times. We thus prefer individuals who demonstrate the below competencies.

Qualifications:

- Undergraduate candidates must be a junior or senior at internship start (August 1st)
- Candidates must have a GPA of 3.0 or higher
- Excellent research skills
- Ability to analyze and synthesize texts
- Ability to articulate viewpoints and present information
- Effective organizational and time management skills
- Strong background in writing and editing
- Computer literacy, particularly Microsoft Office applications (word, excel, power point)
- Interest in the structure and process of academic management
- Ability to multitask and set priorities

Requirements:

This internship is a part-time paid position. Interns will be required to work a minimum of 15 hours per week and may work as many as 20 hours per week. Applications must be received by 5pm on May 2, 2014. Interviews will be conducted at the end of May/beginning of June. Finalists will start on August 1st. Incomplete submissions will not be considered.

Please submit your cover letter, resume or CV and two letters of recommendation (at least one academic) to:

Bettina Muenster
Coordinator of Research and Special Projects
President's Office, Suite 625
524 West 59th Street
New York, NY 10019