

Become a John Jay College Presidential Intern for our new President, **Karol Mason !**



- **Be part of a new era and work with the first female African American President of JJC .**
- **Karol Mason served as Deputy Associate Attorney General from April 2009 to Feb 2012.**
- **She led the Office of Justice Programs from June 2013 to January 2017 after being nominated by President Obama and confirmed by the U.S. Senate**

Benefits:

Gain exposure to the inner workings of an executive office in a major educational institution.

Witness first-hand the emergence of important policy research initiatives.

Facilitate large-scale research-oriented events sponsored by the College.

Participate in discussions with key stakeholders.

This PAID internship begins: August 1, 2017 and ends May 31,

Extended Deadline: May 19th, 2017 at 5pm

To learn more about this opportunity visit: www.jjay.cuny.edu/presidentialinternship

**or contact Bettina Muenster, Executive Associate for Research and Special Projects
@ bmuenster@jjay.cuny.edu**

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.

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

General Responsibilities:

- Conduct extensive online research and analysis of documents
- Draft letters, memos, and concept papers
- Edit speeches and publications
- Create and maintain databases, power point presentations, and promotional materials
- Attend meetings and events with the President and network with stakeholders
- Coordinate and manage events and conferences
- Conduct 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:

- Junior or senior at internship start; BA/MA students may apply
- GPA of 3.2 or higher
- Excellent research skills
- Ability to analyze and synthesize texts
- Ability to articulate viewpoints and present information concisely and accurately
- Outstanding organizational and time management skills
- Strong background in writing and editing
- Computer literacy, particularly Microsoft Office applications (word, excel, power point, publisher)
- Interest in public policy, governmental affairs, and criminal justice reform efforts generally
- Ability to multitask and set priorities

Requirements:

This internship is a part-time paid position. Interns will be required to work 20 hours per week. Applications must be received by 5pm on May 19, 2017. Interviews will be conducted in 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
Executive Associate for Research and Special Projects
President's Office, Suite 625
524 West 59th Street
New York, NY 10019