

INTERNSHIP REQUEST FORM

(The information given on this form will be made available to students. Please review and complete as necessary.)

Directions:

1. Click "File", "Save As" and save this file to your computer as "your dept/division name"
2. Click the gray areas in which you need to type and enter text.
3. Save the complete file.
4. Attach the completed file to an email and send to: CWagner@co.broome.ny.us

(Section 1) Requesting Department Information	
Department/Division	Office for Aging
Mission Statement	<p>The mission of the Broome County Office for Aging is to improve and enrich the quality of life for all older persons in Broome County.</p> <p>The Office for Aging:</p> <p><input type="checkbox"/> Promotes the dignity and independence of the older person.</p> <p><input type="checkbox"/> Ensures that comprehensive and coordinated services are brought to bear on the needs of older persons.</p> <p><input type="checkbox"/> Fosters public awareness of the value and contribution of older persons of the community.</p>
Contact Person Information	<p>Name: Neil Eldred Title: Deputy Director Email: neldred@co.broome.ny.us</p>
	<p>Phone: 778-241-1 Fax: 778-231-6</p>
	<p>Address: PO Box 1766, Binghamton, NY 13902</p>
Send Applications Via	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Mail
Date Form Completed	08/21/2009

(Section 2) Internship Information	
Position Name	Administrative Projects Intern
Job/Project Description	<p>The Office for Aging has internships available for students seeking to perform administrative related tasks related to the field of aging. Interns normally work on one or more projects and have a staff member to oversee their projects. Intern projects may require the intern to have direct contact with seniors or their caregivers.</p> <p>Responsibilities may include independent research, preparing educational literature, surveying consumers, data analysis, and public relations activities. Interns will provide technical and administrative support to Office for Aging staff and</p>

	volunteers.
Experience/Skills Desired	Interns must have excellent written and oral communication and interpersonal skills. Interns must be self-motivated and have the ability to work independently. Experience with basic computer software applications like word processing, database programs and power point required. Strong analytical skills are preferred.
Additional Notes	Interns may complete their internship during the fall semester, spring semester, or summer break. If you plan to seek academic credit, it is the student's responsibility to make those arrangements.
Time Preference	<input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> No Preference

(Section 3) Compensation

***Interns must be paid according to the current year's pay schedule and according to classification**

Compensation*	Unpaid
School Credit	<input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> No Preference

(Section 4) Internship Availability – Check All That Apply

Type of Intern Desired	<input type="checkbox"/> HS <input checked="" type="checkbox"/> College <input checked="" type="checkbox"/> Grad <input type="checkbox"/> Law
# Of Positions Available	2
Time Period	Fall