

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	Aging
Mission Statement	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.
Contact Person Information	Name: Peg Squire Title: Aging Services Program Coordinator Email: msquire@co.broome.ny.us
	Phone: 778-209-5 Fax: 778-231-6
	Address: PO Box 1766 Binhamton NY 13902
Send Applications Via	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail
Date Form Completed	7/21/09

(Section 2) Internship Information	
Position Name	MIS Intern
Job/Project Description	The MIS Intern will be developing reports from the SAMS (Harmony) software that is used to track clients and services for the Office for Aging. These will be custom reports. The Intern will also be asked to do statistical analysis and prepare presentation on the findings
Experience/Skills Desired	The Intern must be able to generate reports using Crystal Reports and may have access to statistical software package.
Additional Notes	The person in this position must be a self starter and will need to be able to work independently.
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	1
Time Period	Fall