

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 / Nutrition / MIS
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: Donna Bates Title: Nutrition Project Coordinator Email: dbates@co.broome.ny.us
	Phone: 778-211-2 Fax: 778-231-6
	Address: _____
Send Applications Via	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail
Date Form Completed	7/23/09

(Section 2) Internship Information	
Position Name	Meals on Wheels Software Transition Intern
Job/Project Description	The person in this position would work with the MOW Coordinator, the Nutrition Coordinator and the OFA MIS staff to prepare and implement a transition to the SAMS software system from the current Software that manages MOW. This would include developing an understanding of the SAMS software, prepaing client records for the transition, setting up test data, running test reports, setting up client records to run with the existing software and the initial set up of client records for the change over to SAMS. This project will include extensive data entry based on the intrepretation of the client records.
Experience/Skills Desired	<p>Must be able to work independently</p> <p>Must be able to learn a software system</p> <p>Must be able to read and interpret client records and data</p> <p>Must understand client confidentiality</p> <p>Must have a good understanding of Excel because data may need to be exported from SAMS to Excel for analysis</p> <p>Human services and computer experience a plus</p>

Additional Notes	
Time Preference	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> No Preference

(Section 3) Compensation

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

Compensation*	*Choose One*
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