

INTERNSHIP REQUEST FORM

(Section 1) Requesting Department Information

Department/Division	Personnel/Equal Employment Opportunity Compliance
Mission Statement	To ensure nondiscriminaion and equal opportunity inprograms under the jurisdiction of the Equal Employment Opportunity Complinance Officer
Contact Person Information	Name: Elsie Logan Title: Equal Employment Oppportunity Compliance Officer Email: [REDACTED]
	Phone: [REDACTED] Fax: [REDACTED]
	Address: P.O. Box 1766, Binghamton, N.Y. 13902
Send Applications Via	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Mail
Date Form Completed	11/14/07

(Section 2) Internship Information

Position Name	Assistant to the Equal Employment Opportunity Compliance Officer
Job/Project Description	Develop/Monitor the Disadvantage Business Enterprise (DBE) and Minority/Women Business (M/WBE) Programs; Prepare Workforce Analysis for Affirmative Action Program
Experience/Skills Desired	Experience in Analytical Statistcs/Student in MPA, MBA or MSW Program
Additional Notes	[REDACTED]
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 type="checkbox"/> College <input checked="" type="checkbox"/> Grad <input type="checkbox"/> Law
# Of Positions Available	1
Time Period	*Choose One*