

School of Liberal Arts and Sciences

Coordination of Undergraduate Research Committee and the Placement Office

Internship Opportunities

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| **Program** | **Overview** | **Eligibility** | **Field** | **Website** | **Required Documents** | **Application Due Date** |
| **New York City Council** | Paid internship for 20-25 hours per week; Intern will help coordinate Speaker Christine Quinn’s schedule, call organizations and Council Members on Speaker’s behalf, write letters and other administrative tasks | Student pursing college degree, organized and ability to communicate professionally, proficient in Word and Excel, event management experience is a plus | Event management, politics |  | Send a cover letter with resume, writing sample and salary rate requirement to: recruiter250b@yahoo.com | November 1 |
| **T. Howard Foundation Internship Program****Class of 2012** | Full-time paid summer internship to develop tangible and marketable skills in the multimedia and entertainment industry; scholarship opportunities, networking events, access to exclusive job board, complimentary memberships into professional organizations | Minority Sophomore, Junior or Senior college student, US citizen or international student with F-1 visa, minimum 2.8 GPA, available full-time from June-August | Multimedia and entertainment industry | www.t-howard.org | Online application, Unofficial college transcript, 1-page resume, two 1-page essays, $10 application fee | December 1 |
| **Business consulting firm in Wall St. area** | Internship for 15-20 hours per week for remainder of fall semester; Pays $15 per hour | Excellent math skills and proficiency in the MS Office Suite (Excel, PowerPoint, Word); professional and communication skills are essential | Business |  | E-mail Ms. Tiffany Stiles at:tstiles@spectrumpcc.com | Open until position is filled |
| **Teacher Training Center****TEFL Certification** | An intensive 4-week, 120-hour program in Querétaro, Mexico to train as an English teacher. Offers Job placement assistance worldwide and guaranteed job interview. Includes free Spanish classes and negotiated rates for accommodation. | Fluent in English. English as second language is accepted with language skills assessment test. | English language | teachertrainingcenter.org | Online application form, upload resume | Open |
| **MTA New York City Transit Internship Program** | Unpaid Intern positions or paid College Aide positions; intended to lead to full-time employment opportunities | Juniors and Seniors with 48 or 60 credits and 2.0 or 2.5 GPA | Diverse fields | mta.info/nyct/hr/intern\_new.htm | Pre-qualification process with school advisor/coordinator required | Open |
| **CUNY Institute for Software Design and Development** | 15 hrs/week at $12/hr for IT internship at a NYC public school to assist with various technical tasks as needed | CUNY registered student until at least June 2011, available 15 hours per week | Computer technology support | doe.cisdd.org/studentreg.php | Online application form, upload resume | Open |
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