

**Department Of Correction**

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: 001

**INTERNSHIP INFORMATION**

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Central Classification,  
Norfolk, MA**

Internship Track: **Central  
Classification**

Hours/Schedule: **Flexible Hours  
M-F**

Duration: **Full Semester**

Position Description: **The intern assigned to this office will be responsible for researching inmate concerns as they relate to their placement within the Department of Correction by utilizing the Inmate Management System and drafting the response for the Director. They will assist the County, Federal & Interstate Unit with Deduction from Sentence sheets to inform inmates of their accrued earned good time and assist the Transfer Unit with quarterly audits. The intern assigned to this office will have an opportunity to cross train at several facilities and attend various meetings with management to gain a better understanding of how a correctional institution operates and the various types of jobs available to them post-graduation.**

Responsibilities/Major Duties: **Interns assigned to this Division will work on special projects involving statistics and projections and with several databases. The intern will work with excel spreadsheets and highly confidential information.**

Preferred Qualifications: **The preferred candidate would be organized, motivated, be proficient in Microsoft Office and have the ability to deal with confidential information.**

**How to apply:**

**Mail Internship Application to:**

Monserrate Quinones  
50 Maple Street,  
Milford, MA 01757  
Fax: (508) 422-3624

**For additional information or questions, please contact:**

Lori Costa at (508) 422-3651 or email at lori.costa@state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.  
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**