

**Department Of Correction**

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **20**

Salary: **Unpaid**

**INTERNSHIP INFORMATION**

Number of Vacancies: **2**

Location: **Program & Reentry Services Division. DOC Headquarters, Milford, MA**

Internship Track: **Reentry Planning & Performance Measures**

Hours/Schedule: **One full day per week required; between hours of 8-4pm. Thursdays not available.**

Duration:  
**Semester**

Position Description: Assist Program Coordinators with performance measurement outcomes and reporting in addition to building connections with those community service providers who are willing to work with releasing inmate population.

Responsibilities/Major Duties: Work in conjunction with the Program and Reentry Division- Program Coordinators to analyze data as part of a continuous quality improvement process. Collect, enter and analyze data utilizing software to identify trends and gaps within department operations and improve the overall quality and performance of reentry initiatives. Run case plan reports and enter data as needed. Update the Housing Resource Search Application; assist with staff training – review curriculum; place calls housing and support programs in the community; create templates and documents.

Preferred Qualifications: Enrolled in either a Bachelors or Master's Degree track in the Criminal Justice field. Applicant must possess basic computer and math skills, good interpersonal communication and writing skills, and an interest in offender reentry. Applicant must be comfortable with making cold calls to community providers for collaborative opportunities. Experience with SPSS software and Excel highly desired.

**How to apply:**

**Mail Internship Application to:**

Monserrate Quinones, Director, ODEO  
Office of Diversity & Equal Opportunity  
P.O. Box 946  
Norfolk, MA 02056  
Fax: (508) 850-5217

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

Lori Costa at (508) 850-7783 or email at [LOCosta@doc.state.ma.us](mailto:LOCosta@doc.state.ma.us)