

Department Of Correction**Official Title: Student Intern****Position Type: Internship****Posting ID #: 060****Salary: Unpaid****INTERNSHIP INFORMATION****Number of Vacancies: 1****Location: Milford, MA****Internship Track: Commissioner's
Office Milford Headquarters****Hours/Schedule: Three days a
week for 5 hours a day****Duration: Semester**

Position Description: The selected student will be exposed to various areas of the Department of Correction and the functions of the Office of the Commissioner which has overall responsibility for the Management of the Commonwealth's seventeen (17) correctional facilities, a budget of \$600 million, a staff of approximately 5,000 employees and approximately 9,400 inmates. In addition, the Commissioner has statutory responsibility for the inspection of County Jails and Houses of Correction.

The Commissioner's position exercises direct supervision of the four (4) Deputy Commissioners, General Counsel, Chief of Staff, Director of Communication and Administrative Resolution, Director of Legislative Affairs and the Executive Assistant to the Commissioner.

As the Chief Executive Officer, the Commissioner sets the agency's agenda to meet the overall mission of protecting the public by incarcerating offenders and providing opportunities to participate in programs that reduce recidivism.

Since the Department of Correction is part of the public safety and security secretariat, the staff of the Commissioner's office communicates regularly with the Executive Office of Public Safety and Security, members of the State Legislature, and other law enforcement agencies. Additionally, the staff of the Commissioner's office responds to inquiries from both inside and outside the Department concerning correctional issues. The student will help assist with the daily responsibilities of the office.

Responsibilities/Major Duties: Log Mail; Refer and track correspondences to appropriate parties for response; Answer telephones, to include addressing/referring phone calls from inmate family members; Photocopy, fax, scan documents and complete routine office responsibilities as necessary; Review, revise, process Departmental policies overseen by the Commissioner's Office; Perform secretarial and clerical activities of a confidential nature; Receive and screen visitors; Maintain files and records; Special projects as necessary.

Preferred Qualifications: Applicants must have excellent written and verbal communication skills, must be proficient in Microsoft Word, Excel and PowerPoint, and have the ability to exercise discretion in handling confidential information. Applicants should have a general interest in Corrections from business perspective and currently enrolled in a Criminal Justice or related program.

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.**