

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **64**

Salary: **Unpaid**

INTERNSHIP INFORMATION

Number of Vacancies: **1**

Location: **MCI-Framingham,
Framingham MA**

Internship Track: **Prison Library
Services**

Hours/Schedule: **Flexible**

Duration:
Full Semester

Position Description: MCI-Framingham is composed of two libraries for the female inmate population. The general library is a place to engage in rehabilitation through informational, educational, and recreational materials (books, dvds, etc.) while also providing them with the tools to utilize local libraries upon their release. The general library also conducts quarterly Able Minds classes, which uses novels to compel inmates to think critically about situations. The law library provides inmates with their constitutional right of access to the courts through self-guided legal services, access to Lexis/Nexis network and case law and many other basic legal aids to help inmates advocate for themselves. The Intern will be able to cross-train at other facilities with DOC librarians. By the end of their internship, they will have gained a well-rounded introduction to the operations of a correctional institution library.

Responsibilities/Major Duties: The Intern assigned to the library will work alongside the treatment department staff to maintain the circulation computers, supervise the library when open and coordinate book processing. The Intern will be taught about the ordering process for books, magazines, legal journals, etc. The Intern will assist in updating the policies in the law library and filing as needed. The Intern will also support the treatment staff with the creation of templates, documents, spreadsheets, etc.

Preferred Qualifications: Intern with proficiency in Microsoft Word and Excel is the preferred candidate. Applicant must be organized and have excellent verbal and written communications skills. Those interested in Reintegration, Treatment and Library services are preferred, and those pursuing a degree in library services are strongly encouraged to apply.

How to apply:

Mail Internship Application to:

Monserrate Quinones
50 Maple Street, Milford, MA 02757
Fax: (508) 422-3654

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.**