



INTERNSHIP OPPORTUNITIES

Unit Name: Education and Arts

Reference #EDU Intern

The New York State Division of the Budget (DOB) develops, negotiates, and implements one of the largest government budgets in the country, which provides the fiscal roadmap for State programs, policies, and services.

DOB interns work alongside career professionals to provide meaningful contributions to New York State. Experience gained at DOB provides a solid foundation on which interns can build a career. Many former interns have pursued career paths within DOB, throughout State government, in leadership roles in the non - profit arena and government management, as well as in the private sector.

DOB interns will rely on and develop their skills for creative problem solving, attention to detail, and comprehensive communication to respond to emerging challenges, identify and develop solutions, and ensure the fiscal health of the State.

The Education and Arts Unit is seeking an intern to assist with activities and projects related to the following programs: preschool and school-age special education, rate-setting for private special education providers, non-public schools, child nutrition, federal programs, and other various elementary and secondary education programs.

Responsibilities

DOB interns are typically involved in:

- Analyzing State agency operations.
- Developing budgetary and policy recommendations.
- Monitoring and managing program and project performance.
- Evaluating proposed legislation.
- Projecting and reviewing revenues and expenditures.
- Evaluating agency spending requests and policy proposals.

Qualifications

- Ability to work both independently and collaboratively with diverse stakeholders.
- Strong analytical, quantitative, reasoning, written, visual, and verbal communication skills.
- Ability to learn and use various NYS and DOB data systems and applications.
- Fluency in Excel formulas and functions, and other Microsoft applications.



The ideal candidate will have analytic ability and a willingness to learn. Key skills for this role include objectivity, flexibility, and adaptability.

Start and End dates for internships are flexible, but this internship is expected to continue through the summer and into the school year. All positions are located in Albany, NY.

Benefits of Working at DOB

Learn about DOB's benefits: including wellness perks; work-life balance programs; and learning and development opportunities at <https://www.budget.ny.gov/employment/benefits.html>.

Experience of Working at DOB

For more on what it's like to work at DOB, check out DOB's Employment [video series](#).

How to Apply

To be considered for this or future positions with DOB, please complete the [Online Employment Application](#) and select "Internship" as the Title Applying For. Select up to six Areas of Interest in the Professional Interests section.

DOB offers **paid hourly** internship positions (current hourly rates: \$24.72 for Graduate Assistants; \$20.60 for Undergraduate Assistants).

If you require assistance in applying for employment with the DOB, or if you have any questions about working for DOB, please contact CareerOpportunities@budget.ny.gov.

AN EQUAL OPPORTUNITY EMPLOYER

The Division of the Budget is proud to be an equal opportunity employer. We celebrate diversity and encourage women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity and/or expression, age, veteran status, disability status, arrest record or criminal conviction history, or any other category protected by law.

We are happy to provide religious accommodations during the hiring process for those in need. If you have a disability or special need that requires a reasonable accommodation, please send a request to CareerOpportunities@budget.ny.gov.