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NY Dept of Labor Internship Students Opportunities 2024

Description

The New York Department of Labor (NY DOL) is offering internship opportunities for students seeking hands-on experience in the field of labor relations, workforce development, and employment services. As an intern, you will have the chance to work alongside professionals in various departments, contributing to initiatives aimed at supporting workers and employers across the state.

Responsibilities

- Assist in conducting research, data analysis, and policy development related to labor market trends, employment regulations, and workforce programs.
- Provide support to career counselors and employment specialists in delivering services to job seekers, including resume assistance, job search workshops, and career coaching.
- Collaborate with outreach teams to promote workforce development programs and initiatives within local communities.
- Assist with administrative tasks, such as data entry, file management, and scheduling appointments.
- Participate in meetings, trainings, and events to gain exposure to the diverse aspects of labor-related services and programs.

Qualifications

- Currently enrolled in a bachelor's or master's degree program in Labor Studies, Public Administration, Social Work, Sociology, Economics, or a related field.

Experience

- Previous experience in customer service, administrative support, or related fields is preferred but not required.
- Interest in labor relations, workforce development, or social services.

Skills

- Excellent communication skills, both verbal and written.
- Strong interpersonal skills and ability to work effectively with diverse populations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and ability to multitask in a fast-paced environment.
- Adaptability and willingness to learn new concepts and technologies.
- Knowledge of labor laws, employment services, or social welfare programs is a plus.

Job Benefits

Hiring organization

NY Dept of Labor

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Albany, New York, United States,
12205, Albany, New York, United States

Working Hours

8

Base Salary

10

Date posted

April 26, 2024

Valid through

28.04.2027

- Gain practical experience in the field of labor relations and workforce development.
- Opportunity to make a positive impact on the lives of workers and job seekers in New York State.
- Access to professional development and networking opportunities.
- Flexible scheduling options to accommodate academic commitments.
- Potential for academic credit, depending on the requirements of your educational institution.

How To Apply

To apply for an internship with the New York Department of Labor, please submit a resume, cover letter, and any required internship documentation (if applicable) to [email address or application portal]. In your cover letter, please specify your area(s) of interest within labor relations or workforce development and your availability for the internship period. Applications must be received by [deadline date]. Selected candidates will be contacted for interviews.