Announcement

The National Center for Security & Preparedness (NCSP) is offering a semester-long paid internship at its Albany Office for the Spring 2015 semester. We are seeking one highly-motivated individual to work independently on one or more information management-related projects.

The NCSP has grown significantly over the past several years; we are exploring projects to update our information management posture to account for the complexity that has accompanied this growth. The intern would work on identified projects under the guidance of the Chief of Staff and coordinate with relevant internal stakeholders. Through this internship, the student will be able to build experience in:

- IT project coordination
- Process analysis
- Stakeholder analysis
- Database building and management

About the NCSP

Through collaboration, creativity, and a commitment to excellence, the NCSP supports the nation’s efforts to be secure from acts of terrorism and prepared to respond to disasters and other incidents of high consequence. The Center is a global leader and innovator in homeland security training and policy, combining strong academic theory and research with an extensive depth and breadth of real-world experience.

The NCSP is a research center at the University at Albany’s Rockefeller College of Public Affairs and Policy and a strategic partner with the NYS Division of Homeland Security and Emergency Services (DHSES). As part of its partnership with the DHSES, the NCSP is the program lead for the NY State Preparedness Training Center (SPTC), a world-class homeland security training facility located in Oriskany, NY. The Center is also currently engaged in a variety of research projects to inform policy and its own training efforts. The NCSP’s primary offices are located in Albany, NY, but its operations extend across the State of New York and the nation.

Minimum Requirements

To be considered for the position, the candidate must be:

- A citizen of the United States.
- Enrolled at least part-time in an accredited program and in good academic standing.
- Able to build a database in Microsoft Access.
- Functionally capable in Microsoft Excel.
- Able to successfully complete a NYS DHSES background check.
- Available to work 20 hours per week.
- Willing to travel occasionally (travel will be reimbursed).

How to Apply

If you are interested in applying, please send the following to Jayson Kratoville via email (jkratoville@albany.edu) by 1/30/15.

- Cover Letter
- Resume with References
- Writing Sample

For more information about the NCSP, please visit our website at www.albany.edu/ncsp or contact our Albany Office at (518) 956-8180.

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