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 highly-motivated self-starters with excellent writing, research, interpersonal, and analytical skills. A familiarity with web content management is preferred, but not required.

The selected candidate will support the NCSP’s Training & Project Management Section primarily through content creation for our public presence including:

- Working with staff, Subject Matter Experts, and relevant stakeholders to develop weekly website articles featuring new and innovative projects, training, and research conducted by the NCSP.
- Coordinating the use of appropriate media for articles with the NCSP Multimedia Producer and Editor.
- Supporting our training mission on an as-needed basis including occasional travel.

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 successfully complete a NYS DHSES background check.
- Available to work 20 hours per week.
- Willing to travel occasionally (travel will be reimbursed).
- In possession of a valid driver’s license.

How to Apply
If you are interested in applying, please send the following to Jeff Knaack via email (jknaack@albany.edu) by 1/16/15.

- 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.