



Division of Human Rights

ANDREW M. CUOMO
Governor

HELEN DIANE FOSTER
Commissioner

INTERNSHIP AVAILABLE

The New York State Division of Human Rights is seeking interns to assist in the enforcement of laws against discrimination in employment, housing, credit and public accommodations.

Duties include extensive intake work, (providing information, making appropriate referrals, determining whether persons may have a jurisdictional case of discrimination, interviewing potential complainants, and preparing discrimination complaint affidavits;) as well as reviewing and analyzing case investigation records; preparing recommended rulings and justifications for those rulings; interviewing of witnesses in human rights cases; attending investigatory conferences; preparing reports on interviews and conferences; updating files; and other assistance. This is a "hands-on," professional level internship.

Hours are flexible. The office is open 8:45 AM to 5:00 PM, Monday through Friday. Hours can be arranged within that period. Academic semester interns should be able to commit to at least twelve hours per week (excluding vacation and exam periods, if desired) for at least one semester, for a total of 174 hours. Summer interns should be able to commit to at least 174 hours for the summer.

Qualified interns should have some interest in the law, social sciences, or business, but any major is acceptable. Objectivity, flexibility, reliability and positive attitude are important. Computer literacy and word processing ability are required.

College credit may be available.

Prior interns have found this experience extremely valuable in further academic and career endeavors, particularly for law school, law-related fields, public policy, government, social services, business, human resources, law enforcement, and research.

For more information please contact either:

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