

**NYS DIVISION OF THE BUDGET
STUDENT INTERNSHIP
Human Services, Housing, and Intergovernmental Unit -
Federal Relations**

POSITION:

The Human Services, Housing and Intergovernmental Affairs Unit (HIU) oversees New York State Homes and Community Renewal (HCR), the Office of Temporary and Disability Assistance (OTDA), the Office of Children and Family Services (OCFS), the Department of Labor (DOL) and Division of Human Rights (DHR). The Unit is also responsible for intergovernmental coordination and policy, including oversight of local government finances, and the analysis of Federal legislation and policies with fiscal implications for the state.

This internship will be part of the Federal Relations team. As a member of this team the intern will assist in the monitoring and analysis of various Federal issues, both legislative and regulatory, in policy areas of importance to New York State and its financial plan – such as fiscal, education, health, human services and transportation policy. A notable issue that the intern will help analyze is the FY 2018 Federal budget process, including the first budget proposal of the next President, and the reaction and counter proposals of the new Congress. Additionally, the intern will have the opportunity to interact with many other teams within the Division as issues arise that may impact their programs.

ADDITIONAL QUALIFICATIONS:

- Strong analytic and communication skills (oral and written);
- The ability to handle multiple competing assignments at a time;
- Proficiency in office technology and basic Microsoft applications; and
- Knowledge of the Federal budget and legislative process is preferred, but not required.

HOW TO APPLY:

The Division of the Budget offers paid hourly internship positions (hourly rate dependent on education level), usually on a part-time schedule. To apply for internship positions, please complete the [Online Employment Application](#), and select “Internship.” Applications are held in the Division’s resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you have a disability and require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact personnel@budget.ny.gov.

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