

**Department Of Correction**

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **031**

**INTERNSHIP INFORMATION**

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Division of Human Resources, Norfolk**

Internship Track: **Human Resources/Administrative Prosecutor Unit**

Hours/Schedule: **20-40 hours/week to be worked between 8 a.m. and 5 p.m.**

Duration: **Full Semester**

Position Description: **Legal intern within the Division of Human Resources Administrative Prosecution Unit. The Unit consists of 4 Administrative Prosecutors and 1 Administrative Assistant. The Administrative Prosecutors represent the Department at hearings concerning employee discipline held pursuant to G.L. c. 31, § 41, and on Appeal to the Civil Service Commission and Arbitration.**

Responsibilities/Major Duties: **Assist the Administrative Prosecutors with legal research, hearing preparation, and drafting memoranda and briefs.**

Preferred Qualifications: **Current law student.**

**How to apply:**

**Mail Internship Application to:**

Monserrate Quiñones, Director, ODEO  
Office of Diversity & Equal Opportunity  
P.O. Box 946  
Norfolk, MA 02056  
Fax: (508) 850-7785

**For additional information or questions, please contact:**

Lori Costa at (508) 850-7783 or email at [lori.costa@massmail.state.ma.us](mailto:lori.costa@massmail.state.ma.us)

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.  
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**