

# Training Curriculum Development

<b>Division/Unit:</b> Operations / Response	<b>OEM Employee to Supervise Project:</b> Kevin Darcy
<b>How many interns:</b> 1	<b>Education Level:</b> College / Undergraduate or higher
<b>Background on Project:</b>  Assist in the development of the Citywide Interagency Coordinator's Training Curriculum while working with the Response Division Training Coordinator.	
<b>Description of Project/ Intern Responsibilities:</b>  The project will include grouping and prioritizing various training curriculum to develop a course catalogue which will define (Basic, Intermediate, and Advanced) training required by CIC's in order to enhance their professional development. The intern would be required to assist in training curriculum research and data entries into various spreadsheets and documents associated with the curriculum development.  Schedule and assignment would be flexible Mon-Fri- between 9-5. Intern would work at an available desk in the Response Room (will need access to a computer and OEM log in with email).	
<b>Requirements/special skills needed:</b>  MS Office (Word, Excel, Outlook)	