

# Maloney Center for Training & Staff Development

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The Maloney Center for Training and Staff Development is a single unit composed of a Director; Administrative Assistant; Captain; Curriculum Manager; Counselor Supervisor; Lieutenants and Correction Officers. The Center's Mission clearly states its function.

## **MISSION STATEMENT**

The Maloney Center for Training and Staff Development shall provide progressive, relevant and effective training and education in order to enhance professional standards, skills, knowledge and abilities that reinforce the agency's commitment to safety and security, wellness and efficiency.

**Preferred Majors:** Criminal Justice; Education or Adult Learning

**Availability:** 10 hours per week

**Knowledge:** Experience with handling confidential materials/data

**Skills:** Ability to research and assemble information from a variety of sources and analyze data; proficiency in Microsoft Office including Outlook; Excel; Word and PowerPoint; excellent written and verbal communication skills; attention to detail; accuracy and proofreading skills

***The intern must be comfortable interning in a correctional environment.***