Center for Public Safety and Justice

Street Address: 2930 Montvale Drive, Suite B, Springfield, IL 62704

Phone number: 217.206.6029   Fax number: 217.206.6063

Email Address: spatt1@uis.edu

Agency Contact: Susan Patterson, Business Manager

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
The Center for Public Safety and Justice (CPSJ) is located within the Institute of Government and Public Affairs at the University of Illinois and throughout its 17 year history has focused its work on public safety practices, community involvement in safety efforts and safety-related policy issues. Its current staff is comprised of community organizers, law enforcement practitioners, academic researchers, policy analysts, emergency managers, information technologists, media experts and experienced program managers. CPSJ has an extensive history of successful partnerships with police agencies on federally funded public safety-related projects, providing training, technical assistance and strategic assistance on a wide variety of issues in the law enforcement and public safety communities. Throughout its history, CPSJ has built a solid reputation for implementing innovative programming, developing quality curricula, delivering timely deliverables to its funders and providing valued input to its colleagues in the public safety arena. Recent examples of national-scope law enforcement projects include the COPS-sponsored Coffee with a Cop National Expansion Project (ongoing) in which CPSJ partners with the Hawthorne, CA Police Department to develop a workshop to assist police agencies across the country in initiating Coffee with a Cop programs in their jurisdictions; and the BJA-sponsored Law Enforcement and Missing People with Alzheimer’s Disease (ongoing) in which CPSJ partners with the Mesa, AZ Police Department, the Prescott, AZ Police Department and the Lee County, FL Sheriff’s Department to create national protocols and guidance for law enforcement and community partners to implement a “holistic” approach to proactively prevent persons with Alzheimer’s disease from wandering and locate those who are reported missing.

Internship or Job Description
Assist the CPSJ Account Technician with: day-to-day operations of fiscal and data systems; review and reconciliation of monthly budgetary expenditures, assist with daily bookkeeping of the accounts through regular postings of revenues and expenses to the respective accounts; and assist with reconciling monthly account spreadsheets with Banner reports.
Education or Experience
Intern should be in or beginning their Senior year and should have experience and/or familiarity with Excel, Document Direct and Banner.

Basic student learning anticipated
Working for the CPSJ will give the student real world accounting experience within the university system. The student will assist the account technician with managing 20+ grant accounts on a daily and monthly basis.  **Hours per week:** Up to 40

**Number of weeks:** 16

**Position Available:** Fall, Spring, Summer


Unpaid

Updated 03/13/14