Illinois Prisoner Review Board – Victim Notification Unit
319 East Madison, Suite A
Springfield, IL  62701
(217)782-4087     Fax number (217)524-0012

Email Address: Nichole.Damhoff@Illinois.gov
Agency Contact: Nikki Damhoff, Chief Personnel Officer

How should students contact you?     Telephone or email

Internship Description
Interns in this position will assist the Illinois Prisoner Review Board Victim Notification Unit. Interns will learn to appropriately answer calls and direct various callers (victims, county advocates, public, attorneys, etc.). Interns will be trained to enter new victim registrations into the state wide victim database, speak to victims in regards to inmate release dates and help prepare board orders for inmate's release that have victims registered. This position requires a high level of responsibility and professionalism, as interns they will have contact with the Board Members and handle confidential material. Interns will be subject to a background check and sign a confidentiality waiver.

Submit cover letters and resumes as
   Email attachments, Fax, or U.S. Mail

How many hours per week do you anticipate needing the student?
   20 – 40 depending on the semester

How many weeks do you anticipate needing the student?
   8 weeks     16 weeks     Other Flexible schedule

When is this position available?
   Fall (August-December)
   Spring (January-May)
   Summer (May-July)

General description of this agency
The Illinois Prisoner Review Board mandates conditions, changes or removes parole conditions to inmates coming out on parole or on parole. The Board also revokes and restores good conduct credits, maintains the state of Illinois victim notification database, provides confidential recommendations to the Governor for Clemency petitions (Expungement and Pardons). The Prisoner Review Board also does face to face hearings for new sentence violators, technical violators, indeterminate sentences and mandatory supervised release inmates.

Basic student learning anticipated:
Interns will learn to conduct themselves in a professional manner in a fast-paced environment. They will learn how to handle a heavy volume of phone calls and disperse those calls to the respective receiving parties. Also, Interns can anticipate gaining basic knowledge of the Illinois Criminal Law Statues and sentencing. Interns will also learn about the rules, regulations and rights of the victims. This position is ideal for students majoring in Criminal Justice and or Legal Studies, but students in all majors are encouraged to apply.

This is an unpaid position.          Updated December 2012