

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Human Capital - Investigations Unit

ADDRESS1 One Centre Street, Room 2180

ADDRESS2 New York, NY 10007

CONTACT NAME Edna Jordan

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AGENCY DESCRIPTION (Max characters 1200)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 300)

The Investigations Unit is responsible for fingerprinting City employees and conducting background investigations to ensure that applicants/candidates meet the minimum requirements for a position.

POSITION TITLE (Max characters 100)

Investigations Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Review and research reports from the Live Scan fingerprinting system and determine what actions need to be taken. Assist the Deputy Director with email blasts, gathering statistics, and creating spreadsheets.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Good analytical, interpersonal, and computer skills (must be familiar with Microsoft Word and Excel).

APPLICATION PROCESS (Max characters 700)

Submission of resume and cover letter to the above referenced agency contact.

SALARY RANGE

\$420 per week.

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internships are available between May and September for a maximum of 13 weeks.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

nyc.gov/internship
