

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

**Human Capital (Citywide Learning & Development) - Internships and Fellowships Office**

**ADDRESS1** One Centre Street, 24th floor, Room 2425

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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)

Citywide Learning and Development is the central source of training within New York City government for managerial, clerical, professional and technical employees.

## POSITION TITLE (Max characters 100)

Data Entry/Grant Research Graduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Outreach to Urban Fellow Alumni to update contact information  
Create, manage and update a new Urban Fellow Alumni database system  
Transfer data from existing database to new database  
Research Service and Leadership grants  
Create a listing of prospective grants to include criteria, deadlines and information needed to apply  
Start grant writing process

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

Strong analytical, verbal, and written communication skills  
A history of academic achievement

Background in MS Word, Excel, PowerPoint, and Outlook

Experience in data collection and data entry

Experience with internet research

**APPLICATION PROCESS (Max characters 700 )**

To apply for this position, please email your resume and cover letter including the following subject line: Data Entry/  
Grant Research Internship to [urbanfellows@dcas.nyc.gov](mailto:urbanfellows@dcas.nyc.gov)

**SALARY RANGE**

\$560 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](http://nyc.gov/internship)

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