

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

Human Capital / Bureau of Customer Engagement and Compliance

ADDRESS1 One Centre Street, 21st Floor, South

ADDRESS2 New York, NY 10007

CONTACT NAME Crystal M. Monge

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PHONE (212) 386-0260

FAX

## 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 Bureau's main goal is to "build tomorrow's workforce today" by focusing on several key areas: managing/enhancing the division's web presence, increasing compliance & standardization across agencies w/ respect to civil service, & overseeing the development of a citywide recruitment plan.

## POSITION TITLE (Max characters 100)

Citywide Recruitment Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Reporting to the Executive Director for Customer Engagement and Compliance, the Citywide Recruitment Intern will assist the bureau with the development of a recruitment strategy for the City. The intern will participate in team meetings and brainstorming sessions discussing marketing public service employment, targeting skill trades, creating a capacity for measuring success and exploring approaches to increasing retention. Responsibilities include but not limited to; scheduling civil service "101" presentations, reviewing internal & external websites to ensure DCAS information is linked accurately; assist in the preparation of citywide agency surveys; assist with outreach events; draft PowerPoint presentations; research trends in recruitment in social media accounts; assist with the development of recruitment FAQs.

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

Strong Communication and interpersonal skills  
Interest in marketing and/or human resources  
Excellent computer skills

**APPLICATION PROCESS (Max characters 700 )**

Submit cover letter and resume to the above referenced agency contact.

**SALARY RANGE**

Undergraduate Intern \$12.00 an hour / \$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](http://nyc.gov/internship)

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