

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

THE NYC DEPARTMENT OF CITY PLANNING

DIVISION

Land Use Review

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ADDRESS2 New York, NY, 10007

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

DCP promotes housing production and affordability, fosters economic development and coordinated investments in infrastructure and services, and supports resilient, sustainable communities across the five boroughs for a more equitable New York City. DCP's contributions toward development of the 10-year Capital Strategy will ensure investments in New York City's neighborhoods align strategic planning priorities with community needs.

UNIT DESCRIPTION (Max characters 300)

The Land Use Review Division is responsible for scheduling and organizing Headquarters, and coordinates Review Sessions and Public Meetings, to ensure that the Chair and the City Planning Commission are fully informed about all land use actions coming before them.

POSITION TITLE (Max characters 100)

Central Intake Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Central Intake Intern will assist in revising and updating of the Central Intake Manual. This will include reviewing the existing Central Intake Manual, and subsequently, studying the current process in order to incorporate necessary updates and revisions. The final product will be made available to all members of the Department of City Planning via the internal agency website (DCP Commons) as a valuable reference guide to the Central Intake operations and procedures.

Central Intake is part of the Land Use Review Division. All land use and City Environmental Quality Review (CEQR) applications are submitted through this office. Understanding how this section of the Land Use Review Division operates will familiarize the individual with government processing and procedures, as well as provide exposure to a variety of representatives from the public, private and non-profit sectors, that do business with DCP.

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

- Undergraduate in first or second year with a focus or interest in city planning, public administration or a related field;
- Competence in computer programs including Microsoft Office; and

- Excellent written and communication skills.

APPLICATION PROCESS (Max characters 700)

Send cover letter and resume to hmarcus@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. Please include "LUR Summer Internship 1" in the subject line.

SALARY RANGE

Unpaid, potential academic credit

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

START DATE

On or before Monday, June 8, 2015

SCHEDULE

At least 20 hours per week, days flexible

INTERNSHIP DURATION

Approximately 8 weeks, flexible

For a complete listing of DCP opportunities: <http://www.nyc.gov/html/dcp/html/about/joblist.shtml>

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAM IS AVAILABLE IN THE PERSONNEL MANAGEMENT DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.