

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

THE NYC DEPARTMENT OF CITY PLANNING

## DIVISION

## LAND USE REVIEW

**ADDRESS1** 22 Reade Street

**ADDRESS2** New York, NY, 10007

**CONTACT NAME** Hannah Marcus

**E-MAIL** hmarcus@planning.nyc.gov

**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)

Logistics and Strategist Intern

### INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The LUR Logistics and Strategist Intern will assist in categorizing, organizing, scanning and creating a digital archive of LUR records and documents. The LUR intern will need to assess the variety of records and documents LUR has retained and through communication with a variety of DCP divisions as well as internet related research, determine if materials are duplicative. In light of DCP's upcoming move to a new location, creating the digital archive of LUR materials will be critical to ensure long term retention and access of these resources for the entire agency's reference. Through this project, the LUR intern will gain familiarity with a variety of content produced and managed by DCP, including how ULURP and Non-ULURP applications are processed, as well as insight into the internal operations of the agency.

### 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](mailto:hmarcus@planning.nyc.gov) and cc: [dcprecruit@planning.nyc.gov](mailto:dcprecruit@planning.nyc.gov). Please include "LUR Summer Internship 3" in the subject line. Please note only candidates under consideration will be contacted.

**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.