

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF BUILDINGS

DIVISION/WORK UNIT

Human Capital

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 850)

The New York City Buildings Department ensures the safe and lawful use of buildings and properties by enforcing the Building Code and the Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. The NYC Department of Buildings ensures the safe and lawful use of over 975,000 buildings and properties by enforcing the City's Building Code, Electrical Code, Zoning Resolution, New York State Labor Law and New York State Multiple Dwelling Law.

POSITION TITLE (Max characters 100)

Summer Graduate College Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Graduate Summer Intern will update the Department's Employee Manual. The intern will coordinate meetings with HR personnel and use his/her knowledge of HR processes and HR staff's knowledge of city processes to update the manual and present a draft to the Assistant Commissioner for final approval.

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

Candidate must be enrolled in a graduate program in Human Resources.

APPLICATION PROCESS (Max characters 700)

For more information, please visit the DOB website at www.nyc.gov/buildings. In order to receive proper consideration for this position, please submit your resume and cover letter in confidence indicating to recruit@buildings.nyc.gov job # [DOB012-HumanCapital](#) in the subject line. While we appreciate every applicant's interest, only those under consideration by the hiring manager will be contacted.

SALARY RANGE

\$574-\$647.25/week for Graduate Interns

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

If selected, candidates must provide a transcript or enrollment verification statement from their school attesting that they are accepted to or enrolled in an accredited degree program.

Internships are available between May and September for a maximum duration of thirteen (13) weeks. The City of New York is an Equal Opportunity Employer. Special accommodations will be provided for disabled applicants.

nyc.gov/internship
