

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NEW YORK CITY DEPT. OF HEALTH AND MENTAL HYGIENE

DIVISION/WORK UNIT

Administration/Transportation Unit

ADDRESS1 52-35 58th Street, Woodside, NY

ADDRESS2 Enter text here

CONTACT NAME Janet Mitchell, Office Manager

E-MAIL jmitchel@health.nyc.gov

PHONE (718) 476-7270

FAX (781) 476-7275

AGENCY DESCRIPTION (Max characters 850)

Serves the Health needs of the people of New York.

POSITION TITLE (Max characters 100)

Clerical Assistant

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Data entry, filing, answering phone and all other office duties as needed

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

Must know Excel, Word, Power Point and have excellent writing and communication skills

APPLICATION PROCESS (Max characters 700)

Apply via email

SALARY RANGE

\$284.50 - \$433.50 (Summer College Intern)

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

There are no restaurants or other business in the immediate area so intern will have to order out for meals or bring there own which ever is better for them. The Q39 stops in front of building, parking is very limited.