

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-019-FCPM-Contract Compliance

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

CONTACT NAME Sue Grecke

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

UNIT DESCRIPTION (Max characters 1000)

Oversight & Management of All Agency's Procurements & Contracts in accordance with the Procurement Policy Board (PPB) Rules, NYC Charter, and contractual compliance with Labor Law, Local, Federal and State procurement requirements.

College Aide will be responsible to assist with Local Law 1 database, Subcontracting reports, and other compliance database. Will participate in meetings with DOT project managers, track correspondence for the unit, will utilize other Contract Compliance database. Will assist the Investigators in field visits.

Project Description: DOT P-Card Purchasing Administration, Transactions and Bid Analysis, ACCO's electronic database and hard-copies filing, ACCOS's Correspondence responses, etc.

POSITION TITLE (Max characters 100)

College Aide

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

College Aide will be responsible to assist the procurement staff with analyzing P-Card purchases, review various procurement forms and transactions, and the administrative staff with administrative tasks. The tasks include but are not limited to the following: preparing database reports & P-Card information, review of SharePoint contents and interacting with IT&T staff to make adjustments, collecting information for correspondence inquiries, etc. Will participate in meetings with DOT staff. Will prepare inquiry notices, help in filing system, and may utilize the APT system and other computer applications.

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

Undergraduate or Graduate Student

Major: Political Science, Finance, Business Administration, Economics

Knowledge of public sector policies, public procurements, compliance, computer software applications, Excel spreadsheets, spoken and writing skills, etc.

Knowledge of public procurements policy, contracting and procurements, Excel spreadsheets, Outlook.

Student will learn about procurements in Public Sector and PPB rules, responsibilities in vender relations, contract compliance, MWBE and DBE rules, contractor's compliance.

APPLICATION PROCESS (Max characters 700)

E-mail resume with cover letter to: sgrecke@dot.nyc.gov

SALARY RANGE

12.55-14.15 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

While school is in session, the College Aide is asked to work 17 hours a week. We will work with your schedule. While on summer break, the student is asked to work up to 35 hours a week. We do not work evenings or weekends.