

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

EQUAL EMPLOYMENT PRACTICES COMMISSION

DIVISION

Executive Services

ADDRESS1 253 Broadway, 6 Floor, Suite 602

ADDRESS2 New York, NY 10007

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AGENCY DESCRIPTION (Max characters 3000)

The Equal Employment Practices Commission (Commission) is the independent monitor of the employment practices of New York City's agencies. Created by the New York City Charter to promote equal opportunity for all who are employed by or seek employment with New York City government, the Commission's authority extends to 141 City agencies. The Commission advises and assists City agencies in their efforts to establish effective programs to provide, and educate employees about, equal employment opportunities; implement and maintain effective employment practices which are non-discriminatory; and utilize discrimination complaint investigation procedures that conform to federal, state and local laws, regulations, policies and procedures.

UNIT DESCRIPTION (Max characters 1000)

Administrative Support for Audit and Executive Services. Work closely with Administrator of Audit & Executive Services and Deputy Director to perform variety of clerical/administrative assignments.

POSITION TITLE (Max characters 100)

EEPC 001 Executive Services

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Enter data into a variety of internal and external database systems to eliminate backlogs and improve tracking, reporting and analysis.
- Assist with establishing and maintaining database files and filing systems.
- Assist with converting a variety of documents from hard copy to electronic format.
- Assist in the preparation of reports and analysis based upon data from various databases.
- Operate equipment, such as, but not limited to, copiers, printers, and scanners.
- Assist in performing a variety of research, including, but not limited to EEO, human resources and legal topics.
- Perform a variety of clerical/administrative assignments, such as, but not limited to transcribing, scanning, sorting, copying, filing documents and responding to telephone inquiries for information.
- Update webpage.

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

Prefer courses: civil rights law, EEO investigations, human resources administration, law, political science, or urban studies.

APPLICATION PROCESS (Max characters 700)

Please submit resume and cover letter to Executive Agency Counsel Judith Garcia Quinonez, Esq.

SALARY RANGE

Junior/Senior \$8.25 - \$10.36

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/internship
