

NYC Public Service Corps Frequently Asked Questions (FAQs)

The Public Service Corps (PSC), a program administered by the NYC Department of Citywide Administrative Services (DCAS), is the nation's first and largest off-campus public service internship program for college students. All City agencies are eligible to hire PSC work-study college interns to fulfill an agency's immediate support needs. The PSC program recruits interns to work at City agency sites during the academic year and throughout the summer. We would welcome your agency's participation in this rewarding and mutually beneficial program.

As you consider hosting a PSC college intern, you may be wondering:

Who are PSC college interns?

- PSC college interns are undergraduate, graduate, and law students who primarily come from schools in the New York area, but also may attend out-of-state colleges and universities. PSC interns can access both paid and internships for academic credit and must qualify for a need-based Federal Work-Study internship grant through their school.
- Students provide support based on a broad range of talents, skills, and degree areas, including law, research, finance, social services and social justice, accounting, office administration, education, health, information systems, graphic arts, journalism, engineering, architecture, and computer technology.

How does my agency become an agency partner and hire an intern?

PSC Agency partnerships are recruited year-round, with an emphasis in mid-fall and before end of June each year.

To become an agency partner:

- Agencies and budget offices must commit to a spending amount for intern support and submit the commitment/agreement form with the needed information as well as the budget office contact information. This form is located on [DCAS's PSC webpage](#).

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1 Centre Street, New York,
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212-386-0057

nyc.gov/dcas

- Submit intern job description(s) using the [Agency Intern Request form](#) located on the DCAS webpage.

What are benefits to an agency hosting a PSC college intern?

- *Interns can provide valuable unit support* - intern support provides useful work experiences that are mutually beneficial to agency units and students. Student interns can apply academic knowledge and professional applications in work settings while agency supervisors and team receive specific or general task support more readily.
- *Agencies can shape potential future employees* – interns are also building and deciding on career areas and PSC internships have provided an accessible bridge to City employment, with guidance and training to assist students.

What are agency costs for obtaining an intern?

- Agencies pay 25% of an intern's earnings and are invoiced for that amount. Each participating school contributes the remaining 75% of the intern's salary through Federal Work-Study funds.

How are PSC college interns assigned to agencies?

- Internship placement staff at DCAS meet with each student applicant to discuss their workplace preferences and review the list of placement options. Afterwards, interviews with the students are arranged at each interested agency. Once the agency and student agree on the assignment after the interview, an internship is confirmed with that student, and a contract is signed.

How are PSC college interns compensated?

- The vast majority of PSC interns are students who receive Federal Work-Study Program funding, a form of financial aid. They are paid an hourly salary (\$15.50 to \$19.90) on average for undergraduates and graduates, respectively, for their work. A limited number of interns also work for academic credit.

Who is responsible for PSC college interns at an agency?

- Each agency must have a designated intern supervisor on site for each intern. In addition, agencies must have an agency coordinator to serve as a point of communication between PSC and agency staff.
- The PSC program team provides guidance throughout the internship to help orient agency supervisors and interns, to guide with job descriptions, task set-up, on-boarding, and updates or exits. Interns are paid through the City time-keeping and payroll system like all City employees.

What is the average length of an internship?

- College work-study internships are at minimum two to three months long, but often can be extended each academic semester and year based on school protocols and work-study funds. Students work around their class schedules for up to 20 hours each week (spring and fall) and up to 35 hours in summer.

Whom do I contact for more information?

- To participate and for additional information about the PSC program, please call 212-386-0057 or [email PSC](#).