



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

Agency	DCAS	Division	Real Estate Leasing
Address	1 Centre Street, 20th Floor North, N.Y., N.Y., 10007		
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### Agency Description

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York. Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at [nyc.gov/dcas](http://nyc.gov/dcas) to learn more about the work we do.

### Unit Description

Real Estate Services (RES) consists of five distinct units: Portfolio Planning and Management, Leasing and Acquisitions, Design and Project Management (D+PM), Strategic Planning Services and Financial Services. Each unit provides a unique expertise to meet the real estate needs of City agencies. This includes lease negotiation, architectural design and project management, acquisitions and dispositions of real estate, zoning and land use analyses, site selection for agencies, and monitoring the integrity of space standards in of design. This is done for privately owned space and approximately 15 million square feet of City-owned space; for agency use. The Leasing and Acquisitions group negotiates with Owners of privately held real estate on behalf of agency clients and identifies sites with are cost effective and satisfy agency needs.

## Internship Position Description

<b>Position Title</b>	<b>Real Estate Transaction Assistant</b>
<b>Internship Responsibilities</b>	<p>The intern will work alongside the Leasing and Acquisitions team, and assist with a wide variety of tasks, including:</p> <ul style="list-style-type: none"><li>a. Assist the transaction managers and transaction specialists by providing research on real estate market comparables such as office rents, deal terms, and recent sales.</li><li>b. Assist the Team in preparing forms relating to the leasing process.</li><li>c. Assist the Team by updating lease and data files relating to different projects.</li><li>d. Assist in tracking key metrics during the lease negotiation and site search process (e.g.: identifying trends in the marketplace and transaction costs).</li></ul>
<b>Qualifications / Special Skills / Area of Study</b>	<p>The ideal candidate is an undergraduate student able to demonstrate the following:</p> <ul style="list-style-type: none"><li>a. Attention to detail and has a good understanding of financial concepts and data analysis.</li><li>b. Good writing, time management and inter-personal skills.</li><li>c. Excellent computer (e.g.: PowerPoint, Word, Excel, Adobe) and math skills.</li><li>d. Interest in City government, urban affairs and planning.</li></ul>
<b>Application Process</b>	<p>To apply, please email your resume and cover letter to <a href="mailto:gdonohue@dcas.nyc.gov">gdonohue@dcas.nyc.gov</a>. Make certain to include "L+A Summer Intern" in the subject line. No phone calls, please.</p> <p>If selected, you will be contacted for an interview.</p>
<b>Salary</b>	<p>\$18.50/hr - Undergraduate Level Students</p>

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.