

[INSERT AGENCY LOGO]



2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency	DEPT OF CITYWIDE ADMINISTRATIVE SERVICES	Division	Human Capital
Address	1 Centre Street, New York, NY 10007		
Name	Cassiel Li	Email	Cli@dcas.nyc.gov

Agency Description

DCAS' 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 to learn more about the work we do.

Unit Description

DCAS' Citywide Learning & Development team is the central source for citywide professional development opportunities.

The Learning and Development team provides access to training for all city employees through either open-enrollment or agency-specific classes, in different modalities, including instructor-led training, live webinar, online/eLearning and hybrid courses. Training courses spread across a variety of portfolios, including but not limited to executive development, compliance trainings, personal development, and technology, etc.

Internship Position Description

Position Title Learning and Development Intern

- Internship Responsibilities**
- Assist in the organization and delivery of training programs for new and existing courses
 - Provide support to trainers and participants in all modalities, including in-person, virtually, and hybrid
 - Collaborate with the team and other divisions to identify training needs and implement such actions
 - Maintain training records and track employee progress in the City's learning management system, NYCityLearn
 - Assist in the distribution of training materials, such as handouts, presentations, and assessments, etc.
 - Coordinate the daily operation at the Citywide Training Center
 - Provide customer service over the phone and in-person
 - Foster a positive learning environment and support a culture of continuous improvement
 - Provide assistance to special programs/events as needed

Qualifications / Special Skills / Area of Study

Strong in-person customer service experience
Excellent listening and communication skills (verbal and written)
Strong computer skills, experience with Microsoft Office Suite, including Excel
Comfortable working in a fast-paced dynamic work atmosphere to be able to successfully handle multiple activities.

Application Process

Submit cover letter and resume to Cli@dcas.nyc.gov with "Learning and Development Summer Intern" in the subject line.

Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year. Internships are available between May 2025 and September 5, 2025 for a maximum of 13 weeks.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Salary \$18.50/hour

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.