



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

<b>Agency</b>	NYC Department of Citywide Administrative Services	<b>Division</b>	Human Capital
<b>Address</b>	1 Centre Street, New York, NY 10007		
<b>Name</b>	Ewa Rzepka	<b>Email</b>	erzepka@dcas.nyc.gov

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.

### Agency Description

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

DCAS Human Capital (HC) is responsible for maintaining the Civil Service system for the City of New York. HC recruits and identifies the best-qualified candidates for City employment, administers Civil Service exams for positions and provides City agencies with a qualified pool of candidates to fill their hiring needs in a manner consistent with the State Constitution, Civil Service Law and laws governing equal employment opportunity. In addition, HC develops and interprets Citywide policies and programs; develops and conducts professional development and employee training programs; and implements the City's provisional reduction/avoidance plan, among other critical functions.

## Internship Position Description

<b>Position Title</b>	<b>Workforce Operations Intern</b>
<b>Internship Responsibilities</b>	<p>The Workforce Operations Graduate Intern will support the Assistant Commissioner for Workforce Operations by assisting with strategic projects, operational improvements, workforce initiatives, and stakeholder engagement efforts. This role is ideal for a graduate student interested in public administration, workforce development, human resources, or business or related fields.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"><li>• Support strategic workforce initiatives by conducting research, data analysis, and drafting reports on recruitment, retention, and learning programs.</li><li>• Assist in planning and coordinating citywide hiring events and training initiatives, ensuring smooth execution and stakeholder engagement.</li><li>• Prepare reports, briefing materials, and presentations for the Assistant Commissioner and senior leadership on workforce operations priorities.</li><li>• Collaborate with internal teams and external partners to support initiatives related to learning and development, training programs, and workforce modernization efforts.</li><li>• Help streamline workflows and operational processes, developing recommendations for increasing efficiency.</li><li>• Draft communications, summaries, and status updates to ensure alignment across teams and leadership.</li><li>• Participate in cross-functional meetings, taking notes, identifying action items, and following up on key deliverables.</li><li>• Contribute to special projects as needed, supporting initiatives that advance workforce operations and professional development.</li></ul>
<b>Qualifications / Special Skills / Area of Study</b>	<p>Strong research, data analysis, and writing skills, with the ability to synthesize complex information.</p> <p>Excellent communication and organizational skills, with the ability to manage multiple tasks. Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word)</p> <p>Ability to work independently and collaboratively in a fast-paced government environment</p>
<b>Application Process</b>	<p>Submit cover letter and resume to the above referenced agency contact.</p> <p>Graduate interns must be currently enrolled or accepted in a graduate program. Internships are available between May 2025 and September 5, 2025 for a maximum of 13 weeks.</p> <p>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p>
<b>Salary</b>	<b>\$21.50/hour</b>

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.