



2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency	DCAS	Division	OGC/ACS
Address	1 Centre Street 20th Fl New York, N.Y.10007		
Name	James Chen / Sonia Lamrhari	Email	sjchen@dcas.nyc.gov / slamrhari@dcas.nyc.gov

Agency Description

The Department of Citywide Administrative Services' 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

The Office of Audit and Compliance Services (A&CS) within DCAS assists management with identifying and prioritizing areas or processes that require attention, conducting audits and reviews to gain an understanding of the processes and procedures as they currently exist; performing tests of controls to verify whether controls are working as designed; providing observations and recommendations to improve processes and controls, conducting follow-up to ensure corrective action plans are completed, and managing the annual risk assessment process. In addition, A&C is tasked with the coordination of all external audit activities, audits of the Non-Public School Program, and the Engineering Audit Officer (EAO) functions.

Internship Position Description

Position Title	Audit Assistant
-----------------------	------------------------

Responsibilities include the following:

- 1 - Assist with internal/external audit activities.
- 2 - Organize, file and archive documents, payment packages, change orders and correspondences in both electronic and hard copy formats.
- 3 - Provide administrative support as needed, including reviewing and editing documents.
- 4 - Assist with obtaining and researching regulatory policy documents based on needs.

Internship Responsibilities	
--	--

Qualifications / Special Skills / Area of Study	
--	--

- Candidates suitable would be those studying in the field of Engineering, Auditing, Accounting, Law, Project management and/or any form of Governmental studies.
- Ability to utilize Microsoft Office tools (Excel, PPT, etc)
- Excellent critical thinking, analytical and problem-solving skills
- Strong interpersonal and communication skills.

Application Process	
--------------------------------	--

Submission of cover letter and resume to the above referenced agency contact. 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 13weeks.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Salary	
---------------	--

\$21.50/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.