2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency DCAS

Division OGC

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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 to learn more about the work we do.

Unit Description

The Office of the General Counsel (OGC) is comprised of the following units: Real Estate (leasing, acquisitions, and disposals); Human Capital (Civil Service and Employment Law); Procurement; and Discipline and Labor Relations. OGC's DCAS and Citywide legal support also extends to Litigation of landlord-tenant matters of City-owned property, performing legislative review, and providing legal counsel for agency lines in the areas of fleet administration, energy purchasing/conservation, and facilities management/construction. OGC works with Corporation Counsel on special matters present before the agency that may require litigation or additional review due to the City Charter.

Position Title

Graduate Summer Intern

Internship Responsibilities

The Graduate Summer Intern will support the Office of the General Counsel (OGC) in its efforts to meet operational needs. The intern will assist with a range of administrative, project management, and legal support tasks within OGC's various legal units, including Real Estate, Human Capital, Procurement, Discipline & Labor Relations and Policy & Compliance. As well as providing general administrative support across multiple projects. The intern will work closely with the Strategic Operations Team to provide needed support to the LOS, gaining experience in legal administration, project coordination, and team collaboration.

Qualifications / Special Skills / Area of Study

• Strong research, analytical, and writing skills.
• Excellent organizational, communication, and interpersonal skills.
• Demonstrated ability to manage multiple priorities in a fast-paced environment.
• Proficiency in Microsoft Office Suite and other relevant tools.

Application Process

Submission of resume to OGCintake@dcas.nyc.gov

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 for graduate interns

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.

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