

[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	One Centre Street, New York, NY 10007		
Name	Rebecca H. Morales	Email	RHMorales@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 Human Capital (HC) has a newly created Quality Assurance and Project Management (QAPM) unit, designed to serve as a proactive unit that identifies and addresses opportunities for improvement in HC's broader work, processes, and programs to ensure efficient and exceptional customer service. QAPM utilizes tools and methodologies to perform its work including SWOT analyses, RACI Charts, and Change Management with an emphasis on project management standards to ensure deadlines are met timely.

Internship Position Description

Position Title	QAPM Summer Undergraduate Intern <hr/> <p>The DCAS Human Capital Quality Assurance and Project Management (QAPM) Unit seeks to hire one (1) QAPM Undergraduate Intern to support quality assurance and project management activities that include:</p> <p>Manual transcription and conversion of historic documents</p> <p>Drafting and presenting on reports, templates, presentations, entry level data analysis, and emails</p>
Internship Responsibilities	<p>Taking notes at meetings and sharing follow-up written communications and summaries</p> <p>Supporting the QAPM Unit with research on Quality Assurance and Project Management methods, techniques, and best practices</p> <p>Copy, scan, catalog, and categorize physical and electronic documents</p> <p>These deliverables are expected to strengthen the organizational capacity development of DCAS Human Capital and the customers it serves, including the public, contractors, and other agencies.</p> <hr/>
Qualifications / Special Skills / Area of Study	<p>Strong in-person customer service experience. Strong desire to work with diverse groups of people. Excellent and effective communication skills (written and oral), including the ability to understand and be understood in English. Able to handle sensitive situations and maintain a high degree of confidentiality. Able to analyze problems and handle potentially difficult situations. Comfortable working in a fast paced and dynamic atmosphere, handling multiple activities at a time. Able to adhere to deadlines. Able to work well independently and within a team. Intermediate computer skills, including experience with the Microsoft Office Suite. Must possess strong attention to details.</p> <hr/>
Application Process	<p>Submission of cover letter and resume to the above referenced agency contact.</p> <p>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.</p> <p>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p> <hr/>
Salary	<hr/> <p>\$18.50/hour for undergraduate interns</p> <hr/>

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.