

[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	Ewa Rzepka	Email	erzepka@dcas.nyc.gov

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.

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 to learn more about the work we do.

Unit Description

The Department of Citywide Administrative Services (DCAS), through its Bureau of Workforce Operations' Career Pathways unit, is responsible for creating workforce pipelines and promoting the vision that the City of New York is an employer of choice, with a workforce that reflects the diverse population it serves. The Career Pathways unit includes the Office of Citywide Recruitment (OCR), the Civil Service Pathways Fellowship (CSPF), NYC Urban Fellows Program, Mayor's Graduate Scholarship Program (MGSP), Summer Internship Program (SIP) and Public Service Corps. (PSC).

The overarching goal of the unit is to provide employment and career resources to NYC residents, as well as attract and develop new talent in NYC government. Key responsibilities of the team include conducting extensive outreach to create workforce pipelines, as well as educating the public, current employees, students, and graduates about the civil service examination process and career opportunities.

Internship Position Description

Position Title	Workforce Operations Undergraduate Intern
Internship Responsibilities	<p>Reporting to the unit's director, the selected candidate will be responsible for, but not limited to the following tasks:</p> <ul style="list-style-type: none">• Assist with day to day operations of Public Service Corps and Summer Internship Program• Provide support in developing engagement opportunities for PSC and SIP participants• Assist in creating a calendar of networking events for interns and fellows• Conducts outreach to internal and external partners on matters related to Career Pathways Unit• Assists with reviewing, developing and assembling training materials and PowerPoint presentations• Assist with developing marketing materials and monthly marketing campaigns to promote upcoming exams, hard-to-recruit titles and other agency-specific needs to communities that are underrepresented in City government• Schedules and tracks various activities conducted by Career Pathways• Records, tracks and prepares reports based on outreach activities• Participates in recruitment events, workforce operations meetings, and other events as required by Career Pathways• Provides administrative and clerical support to the Career Pathways Unit <p>Performs other ad-hoc projects as assigned</p>
Qualifications / Special Skills / Area of Study	<p>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.</p>
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>
Salary	<p>\$18.50/hour for undergraduate interns</p>

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.