

[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	Vimal Soomai	Email	vsoomai@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

The Citywide Office of Occupational Safety and Health (COSH) is responsible for conducting comprehensive environmental and occupational health assessments across the City of New York. This mandate encompasses both mayoral and non-mayoral agencies. In fulfilling its role, COSH provides expert consultation and guidance to City agencies on the implementation of best management practices that are aligned with current regulatory standards—including those established by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), the New York State Department of Labor (NYSDOL), and other pertinent authorities—as well as with the most current peer-reviewed scientific research and industry standards. Additionally, COSH delivers training and educational programs tailored to a broad spectrum of occupational health and safety topics.

Internship Position Description

Position Title	Summer Undergraduate Intern/COSH Intern
Internship Responsibilities	<p>Reporting to the Director of the Citywide Occupational Safety & Health (COSH) Unit, the selected candidate will be responsible for, but not limited to the following tasks:</p> <p>Assist the Citywide Occupational Safety & Health (COSH) unit with digitizing records and supporting the team with field work.</p> <ul style="list-style-type: none">- Facilitate the process of archiving paper records into digital records.- Support the COSH team with city agency presentations on a variety of topics.- Support the team with on-site hearing tests out in the field.
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.