

[INSERT AGENCY LOGO]



2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency	DEPT OF CITYWIDE ADMINISTRATIVE SERVICES	Division	Human Capital - NYCAPS Central
Address	59 Maiden Lane		
Name	Abigail Arevalo	Email	aarevalo@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.

The NCC Change Management Unit is responsible for documenting business processes; developing and maintaining training programs; creating eLearning videos; testing new functionality; working with agencies to offer ongoing support for NYCAPS functionality; and updating job aids and business procedures.

Unit Description

Internship Position Description

Position Title	Summer Undergraduate Intern/ Change Management Intern
Internship Responsibilities	<p>Prospective candidates will perform duties that include, but are not limited to the following:</p> <ul style="list-style-type: none">- Scheduling employees for training sessions and tracking of attendees to ensure completion of training;- Assisting with the creation and updating of knowledge materials, including job aids and eLearning videos;- Assisting with the planning of employee engagement activities;- Performing daily administrative and clerical tasks; and- Assisting with special projects as needed.
Qualifications / Special Skills / Area of Study	<p>Keyboard familiarity with the ability to type at a minimum of 20 words per minute; extensive knowledge of MS Office Suite; strong verbal and written communication skills; able to maintain friendly disposition to colleagues and agency employees; detail-oriented and organized; able to quickly develop a working knowledge of the Unit's operations. The ability to multi-task is essential.</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	\$18.50/hour for undergraduate 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.