

[INSERT AGENCY LOGO]



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

<b>Agency</b>	NYC Department of Citywide Administrative Services	<b>Division</b>	Human Capital
<b>Address</b>	1 Centre Street, New York, NY 10007		
<b>Name</b>	Natasha Williams	<b>Email</b>	natwilliams@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](http://nyc.gov/dcas) to learn more about the work we do.

### Unit Description

The Bureau of Workforce Operations (WO) plays a pivotal role in fortifying the City's workforce, redefining public service, and shaping employee retention strategies to ensure the City is an employer of choice for New Yorkers. WO's Office of Citywide Recruitment (OCR) conducts extensive outreach to educate the public and current City employees on Civil Service career opportunities, advises agencies on large scale recruitment strategies, and manages the New York State 55-a Program, a diversity and inclusion program that allows qualified individuals with disabilities to be hired into competitive class positions without the need to take and pass a civil service exam. WO aims to increase the number of persons with disabilities employed throughout City government; increase agencies' awareness and use of the 55-a Program and educate job seekers about the program.

## Internship Position Description

<b>Position Title</b>	Summer Undergraduate Intern/Citywide Recruitment Intern
<b>Internship Responsibilities</b>	<p>Reporting to the Citywide Inclusive Recruitment Specialist / 55-a Program Manager, Office of Citywide Recruitment, the selected candidate will be responsible for, but not limited to the following tasks:</p> <ul style="list-style-type: none"><li>• Conducts outreach to internal and external partners on matters related to Office of Citywide Recruitment initiatives</li><li>• Assists with reviewing, developing and assembling training materials and PowerPoint presentations</li><li>• 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</li><li>• Schedules and tracks various activities conducted by OCR</li><li>• Records, tracks and prepares reports based on outreach activities</li><li>• Participates in recruitment events, workforce operations meetings, and other events as required by OCR</li><li>• Provides administrative and clerical support to the Office of Citywide Recruitment team</li><li>• Performs other ad-hoc projects as assigned</li></ul>
<b>Qualifications / Special Skills / Area of Study</b>	<ul style="list-style-type: none"><li>• Demonstrated interest in employment discrimination law, equal employment opportunity, and equity and inclusion</li><li>• Strong research and writing skills</li><li>• Strong communication, organizational, and interpersonal skills</li><li>• Attention to detail and ability to multi-task</li><li>• Excellent computer skills, including Microsoft Word, Excel, and PowerPoint</li><li>• Strong sense of initiative and engagement in the nature of OCR's work</li><li>• Utmost regard for confidentiality</li></ul>
<b>Application Process</b>	<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>
<b>Salary</b>	\$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.