



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

<b>Agency</b>	Department of Citywide Administrative Services (DCAS)	<b>Division</b>	Commissioner/City Record
<b>Address</b>	1 Centre Street, 21st Floor, Room 2170, NY, NY 10007		
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### 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 City Record - The Official Journal of The City of New York is a print and online publication of notices which includes, but is not limited to, public hearings and meetings, public auctions and sales, solicitations and awards, and official rules proposed and adopted by over 80 city government agencies (mayoral and non-mayoral). The City Record staff is responsible for the processing of all incoming notices from the city agencies to be included in both versions of the publication. The City Record is published by DCAS daily except weekends and legal holidays. Production and printing of the City Record newspaper is mandated by the Charter of the City of New York.

## Internship Position Description

<b>Position Title</b>	<b>City Record Summer Intern</b>
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The qualified candidate will assist the City Record production staff with:

- Application Quality Assurance testing
- Creation and proofing of training materials
- Database updates and clean-up
- Agency outreach/tracking
- User account creation and deactivation
- Other administrative tasks/support services.

<b>Internship Responsibilities</b>	
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<b>Qualifications / Special Skills / Area of Study</b>	
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Strong written and verbal communication skills. Attention to detail is paramount. Proficiency in Adobe Acrobat, Microsoft Word and Excel. Copyediting experience is a plus.

<b>Application Process</b>	
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Interested applicants may send a resume and cover letter to [cityrecord@dcas.nyc.gov](mailto:cityrecord@dcas.nyc.gov). Only those considered will be contacted.

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.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

<b>Salary</b>	
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\$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.