



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

Agency	DCAS	Division	Fleet
Address	1 Centre St. Room 2358, New York, N.Y 10007		
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### Agency Description

DCAS's 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

Fleet at DCAS manages all NYC vehicles, equipment, fuel, leasing, and related services. The City's fleet includes NYPD, FDNY, and DSNY and fifty agencies and offices in total, \$1 billion+ in expenditure, and 1,800 full time staff. NYC Fleet leads Mayoral initiatives in safety as part of Vision Zero and sustainability as part of NYC Clean Fleet. DCAS manages the nation's largest live tracking program for vehicles at the DCAS Office of Real Time Tracking (FORT).

NYC Fleet uses fleet systems to manage acquisition, repair, fueling, parts, and auction for fleet. Within Fleet, the claims unit is responsible for managing citywide claims against insurance companies on behalf of the City when private vehicles cause damage to a city vehicle. The claims unit works closely with the safety and Fort units in obtaining data to use to pursue claims.

## Internship Position Description

<b>Position Title</b>	<b>Fleet Claims Intern</b>
	<p>The Fleet claims Intern will work with the Claims team within the Fleet LOS.</p> <p>Tasks will include:</p> <ul style="list-style-type: none"><li>- Assist with entering, maintaining, analyzing and reporting on collision data in regard to the Citywide Collision Reporting (CRASH) system</li><li>- Maintain and enter metrics from Defensive Driving Courses for city employees.</li></ul>
<b>Internship Responsibilities</b>	<ul style="list-style-type: none"><li>- Assisting NYC Fleet with general fleet initiatives and events.</li></ul>
<b>Qualifications / Special Skills / Area of Study</b>	<ul style="list-style-type: none"><li>- Excellent listening and communication skills (verbal and written).</li><li>- Excellent computer skills (e.g.: PowerPoint, Word, Excel, Adobe).</li></ul>
<b>Application Process</b>	<p>Please email your resume to <a href="mailto:nkoszer@dcas.nyc.gov">nkoszer@dcas.nyc.gov</a>. No phone calls, please.</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>	<p>\$18.50/hr - Undergraduate Level Students</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.