

[INSERT AGENCY LOGO]



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

Agency	DSS/HRA	Division	IDNYC
Address	1 METRO TECH CENTER, 18TH FLOOR, BROOKLYN ,NY 11201		
Name	Carla Thompson Richards	Email	thompsoncar@dss.nyc.gov

### Agency Description

DNYC is the new, free identification card for all New York City residents, which will give all of us the opportunity to show who we are—New Yorkers. As a government-issued photo identification card, IDNYC will secure the peace of mind and access to City services that come from having recognized identification. IDNYC benefits every city resident, including the most vulnerable communities—the homeless, youth, the elderly, undocumented immigrants, the formerly incarcerated and others who may have difficulty obtaining other government-issued ID.

The IDNYC customer service unit would like to obtain one (1) College intern who would assist with unit's returned mail. The unit receives approximately 200 returned mail weekly. Most of these are ID cards that are returned undeliverable. The intern duties will include but not limited to:

### Unit Description

## Internship Position Description

<b>Position Title</b>	<b>Administrative Assistant</b>
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Open the mail retrieved from the division's mailbox.

Data enter the returned ID cards into the division's SharePoint database.

Call applicants and schedule for applicants to pick up returned cards.

File cards in chronological order.

<b>Internship</b>	Assist the unit's customer service representatives in purging old cards.
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<b>Responsibilities</b>	Navigate the division customer service appointment system.
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<b>Qualifications / Special Skills / Area of Study</b>	Business Management/Communication/Administration Computer application, Microsoft Office
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<b>Application Process</b>	If you're interested, please submit your resume to the following contacts:  Ahilavathy Chanthrakumar:chanthrakumara@hra.nyc.gov  Carla Thompson:thompsoncar@dss.nyc.gov
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<b>Salary</b>	<b>\$18.50 - \$19.00</b>
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