

[INSERT AGENCY LOGO]



2026 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency DEPT OF CITYWIDE ADMINISTRATIVE SERVICES **Division** Human Capital
Address One Centre Street, New York, NY 10007
Name Jenny Zhang **Email** jzhang@dcas.nyc.gov

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.

Agency Description

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.

Unit Description

Human Capital (HC) is responsible for maintaining the Civil Service system for the City of New York. HC recruits and identifies the best-qualified candidates for City employment, administers Civil Service exams for positions and provides City agencies with a qualified pool of candidates to fill their hiring needs in a manner consistent with the State Constitution, Civil Service Law and laws governing equal employment opportunity. In addition, HC develops and interprets Citywide policies and programs; develops and conducts professional development and employee training program

The Citywide Programs Unit manages the New York City Employee Blood Program (NYCEBP), the Extended Military Benefits Program (EMBP), the Salary Continuation Program (Dedicated Sick Leave and Catastrophic Sick Leave Bank), the NYC Gives (employee charitable giving campaign), the Hundred Year Association's Public Service & College Scholar Awards Program and the Education Propelling into Careers (EPIC) Program.

Internship Position Description

Position Title	Citywide Programs Intern (Undergraduate)
Number of Positions	1 The Citywide Programs Intern will support the unit's Director in managing all programs. Specifically, the Intern will assist in various administrative tasks as assigned including, but not limited to:
Internship Responsibilities	<ul style="list-style-type: none">• Filing and organizing program forms and materials• Assisting the Blood Program Coordinator at the DCAS blood drives• Digitizing and archiving documents (scanning, filing, and shredding old documents)• Working on special projects as requested.
Qualifications / Special Skills / Area of Study	<ul style="list-style-type: none">• Strong in-person customer service experience• Excellent listening and communication skills (verbal and written)• Strong computer skills, experience with Microsoft Office Suite, including Excel• Comfortable working in a fast-paced dynamic work atmosphere• Ability to multi-task and be adaptable to shifting priorities based on program needs
How to Apply	Submission of cover letter and resume to the above referenced agency contact. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.
Salary	<u>\$17.00 p/hr</u>

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.