

**THE CITY OF NEW YORK  
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS  
CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title:</b> Summer College Intern	<b>Level:</b> 00	<b>Title Code:</b> 10234
<b>Office Title:</b> HR Summer College Intern	<b>Salary:</b> \$17.00 – \$19.50 (per hour)	
<b>Division:</b> Human Resources		
<b>Unit:</b> Recruitment and Employee Services	<b>Number of Positions:</b> 1	
<b>Work Location:</b> 100 Church Street, New York	<b>Hours/Shift:</b> 35	

**ABOUT OATH:**

The City of New York’s Office of Administrative Trials and Hearings (OATH) is the nation’s largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City’s central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.

**JOB DESCRIPTION:**

The Human Resources Division is seeking an Undergraduate College Student for the 2026 Summer Internship Program. Under supervision of the Sr. Director of Recruitment and Employee Services, the selected candidate will support the HR staff in various Human Resources tasks including but not limited to:

- Assist with developing and updating Standard Operating Procedures (SOPs), reviewing and updating policies and desk guides.
- Gathering and documenting business requirements; analyze and formulate recommendations for division improvements.
- Assist in the design, development, and implementation of reports and workflows based on business requirements.
- Assist the HR team with special projects needed.

The Summer College Intern will be expected to report in person. The Summer Internship Program is for 13 weeks in duration, starting from May 2026, through September 4, 2026. The intern will work a minimum of 28 hours per week and a maximum of 35 hours per week.

New York City residency is not required for the Summer Internship Program. However, interns must be able to commute to the office location for this position if selected.

**MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE**

As of June of the Program year the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

**Preferred Skills:**

- Preferred majors include Human Resources, Public Administration, Business Management, Project Management, Labor Relations, Industrial Psychology, Organizational Development, or any similarly skilled major.
- Excellent customer or relationship management skills.
- Excellent written communication and documentation skills.
- Excellent communication skills with professionals of highly complicated procedures.
- Proficiency in Microsoft Excel, Power Point, Word, and Adobe Acrobat software.

**To Apply:**

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.  
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

**For more information about OATH, visit us at: [www.nyc.gov/oath](http://www.nyc.gov/oath)**

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

<b>Post Date:</b>	<b>Post Until:</b>	<b>Job ID:</b>
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**OATH and the City of New York are Equal Opportunity Employers**