

# 2022 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DCAS

## DIVISION

Real Estate Services

**ADDRESS1** 1 Centre Street

**ADDRESS2** 20th Floor

**CONTACT NAME** Samantha Villella

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**FAX**

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Citywide Administrative Services (DCAS) makes city government work for all New Yorkers. Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the 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

## UNIT DESCRIPTION (Max characters 1000 )

The Real Estate Services (RES) Line of Service of the Department of Citywide Administrative Services (DCAS) is the real estate arm of the City of New York responsible for services such as leasing and acquisitions, architectural design and project management, real estate planning and dispositions, zoning and land use analyses, enforcement of space standards in office design and overseeing the equitable allocation of over 22 million square feet of privately owned space and 15 million square feet of City-owned space for agency use.

## POSITION TITLE (Max characters 100)

Workplace Services Graduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

1. Assisting in the development of material selections and color palettes for Citywide standards.
2. Producing presentation collateral for Client Agency presentations and in-house meetings.
3. Assisting in the creation of presentation and drawing templates using ACAD, InDesign and PowerPoint.
4. Updating current standards documents for furniture.
5. Space planning and light construction documentation.
6. Maintenance of materials library, vendor contacts, sample ordering for projects.
7. Preferred skills: ACAD, Sketchup, Adobe Creative Suite, PowerPoint, Word, Excel. Knowledge of furniture, materials and sustainability a plus.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

Candidate should be pursuing a graduate degree in Interior design, Architecture, UX or related field.

**APPLICATION PROCESS (Max characters 700 )**

Please email resume and cover letter to Real Estate Services Chief of Staff Samantha Villella at [svillella@dcas.nyc.gov](mailto:svillella@dcas.nyc.gov)

**SALARY RANGE**

\$18/hr

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>