

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Office of the Commissioner – Diversity and EEO

ADDRESS1 1 Centre Street, 17th Floor North

ADDRESS2 New York, NY 10007

CONTACT NAME Belinda French

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PHONE 212-386-0056

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) provides value-added and effective shared services to support the operations of New York City government. Its commitment to equity, effectiveness, and sustainability guides its work with City agencies on: recruiting, hiring, and training employees providing facilities management for 55 public buildings; acquiring, selling, and leasing City property purchasing more than \$1 billion in supplies and equipment each year; and implementing conservation and safety programs throughout the City's facilities and vehicle fleet.

UNIT DESCRIPTION (Max characters 1000)

The Diversity & EEO Office is responsible for the administration of the City's EEO policy. Specifically, our office provides support to DCAS employees through the following:

- Counseling on EEO-related matters
- Intake and investigation of EEO-related complaints
- Review and processing of reasonable accommodation requests
- Intake and coordination of accessibility requests
- EEO, Diversity & Inclusion Training
- Development and implementation of diversity and inclusion initiatives

POSITION TITLE (Max characters 100)

Summer College Intern (Undergraduate)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Assist in research related to diversity, inclusion, and employment discrimination law, policies, procedures, and related topics.
- Assist in the implementation of the unit's "EEO In Your Borough" program
- Assist with EEO presentations to agency staff.
- Assist in organizing EEO-related files.
- Perform other administrative functions as needed.

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

Must be currently enrolled in a college or university. The candidate should have good verbal and written communication, research, and organizational skills. Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook are preferred.

APPLICATION PROCESS (Max characters 700)

Please submit cover letter and resume to: diversityeeo@dcas.nyc.gov

SALARY RANGE

\$15.00/hour

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/dcassip