

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION, CITY OF NEW YORK (DSNY)

DIVISION

Office of Employment and Disciplinary Matters (OEDM)

ADDRESS1 44 Beaver Street, 11th Floor

ADDRESS2 New York, NY 10004

CONTACT NAME Charlayne White or LaVerne Hickman

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PHONE (212) 437-5004

FAX (212) 514-6591

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation is the world's largest sanitation department. DSNY collects more than 10,500 tons of residential and institutional garbage and 1,760 tons of the recyclables – each day. While efficiently managing solid waste and clearing litter or snow from 6,300 miles of streets, the Department is also a leader in environmentalism — committing to sending zero waste to landfills.

UNIT DESCRIPTION (Max characters 1000)

Office of Employment and Disciplinary Matters (OEDM) provides legal counsel on employment and personnel matters and addresses employee discipline.

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Summer Intern will be responsible for processing disciplinary complaints received by OEDM, data entry, filing, copying, and printing associated documentation and disciplinary cards, as well as requesting supporting documentation from respondents' work locations, when necessary. The summer intern will also generate report(s) in Microsoft Excel and may be called upon to assist the assigned Lt. Investigator with investigations of arrest matters and administrative tasks associated with disciplinary conferences, as needed.

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

Proficiency with Microsoft Excel

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to CWhite@dsny.nyc.gov and LHickman@dsny.nyc.gov

Only those applicants under consideration will be contacted.

If contacted for an interview, candidates must present enrollment verification statement from their school,

attesting that they are enrolled in an accredited degree program, or be a recent graduate (Winter/Spring term of the Program year).

SALARY RANGE

Min \$15.00 to Max \$17.50 per hour

☐ Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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