

# 2022 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

**NYC DEPARTMENT OF SANITATION (DSNY)**

## DIVISION

**Commissioner's Office**

**ADDRESS1** 125 Worth Street

**ADDRESS2** New York, NY 10013

**CONTACT NAME** Maggie Lee

**E-MAIL** maggielee@d sny.nyc.gov

**PHONE** (646) 885-4518

**FAX**

## AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Sanitation (DSNY) keeps New York City healthy, safe, and clean by collecting, recycling, and disposing of waste, cleaning City streets and vacant lots, and clearing snow and ice. DSNY is the nation's largest municipal sanitation agency, with nearly 10,000 employees, 59 district garages, and a fleet of more than 5,000 trucks, cars and other types of equipment. The Department clears litter, snow and ice from approximately 6,500 miles of City streets and removes debris from vacant lots as well as abandoned vehicles from City streets.

## UNIT DESCRIPTION (Max characters 1000 )

DSNY's Records Management Officer, in the Office of the Commissioner, is responsible for developing the agency's records management program, including updating and maintaining an agency-wide records retention schedule and coordinating with the Municipal Archives and City Hall Library to identify records of enduring value. The Records Management Officer also serves as the Director of Cultural + Educational Programming for DSNY's non-profit arm, the Sanitation Foundation, which develops public education programs about sustainable waste management and creates exhibits highlighting the vital work of DSNY.

## POSITION TITLE (Max characters 100)

Graduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

This role will support the Records Management Officer / Director of Cultural Programming's work, including but not limited to:

- Assisting with arranging, indexing, and digitization of archival records and photographs
- Conducting research with archival records (and outside materials) for blog posts, social media, and potential digital exhibits
- Managing submissions of DSNY publications to City Hall Library's online portal, on an ongoing basis
- Helping to strategize and research future exhibitions and partnerships
- Provide logistical or administrative support for Sanitation Foundation special projects, as needed

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

Matriculation at an accredited college or graduate school is required. Employment is conditioned upon continuance as a student in a college or graduate school. Pursuing a course of study in museum studies, library and information science, archival studies or history is preferred

- Excellent organizational skills and strong attention to detail
- Strong computer skills: must be comfortable using Microsoft Office, Google Suite, and web conferencing platforms such as WebEx and Zoom

**APPLICATION PROCESS (Max characters 700 )**

Email resume and brief cover letter indicating the title of the position to [maggielee@dny.nyc.gov](mailto:maggielee@dny.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 \$15.93 to Max \$24.73 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>