# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Citywide Administrative Services (DCAS)

**Division:** Real Estate Services (RES), Leasing & Acquisitions

**Address 1:** *1 Centre Street, 20th Floor North*

**Address 2:** New York, NY 10007

**Contact:** *Frank Futia*

**Email:** ffutia@dcas.nyc.gov

**Phone:** 212-386-0668

## Agency Description

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

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcas to learn more about the work we do.

## Unit Description

The RES Leasing unit is responsible for finding space for City agency operations and negotiating leases on behalf of the city as a tenant in buildings that are privately-owned. Leasing's mandate is to negotiate cost effective leases and license agreements and shepherd them through the DCAS process on a timely basis. The transactions must satisfy the client agency's requirements and must conform to the City's policies and procedures.

## Position Title Summer Intern

## Internship Responsibilities

The Leasing Summer Intern will provide administrative, clerical, and minor para-legal functions to support Leasing & Acquisitions to ensure efficient and effective unit performance.

- Provides support to Leasing & Acquisitions staff on Leasing Document Project Folder initiative.
- Create an in-house leasing archive. Help with the quality control of central files. Review that all appropriate documents are in the database and the file names are correct.
- Organizes and archives leasing documents and records to create a digital archive of leases.
- Examine leasing documents, legal agreements, term sheets, site plans, scopes of work and official forms and reports.
- Performs routine administrative work pertaining to the filing and distribution of leases and other real estate services documents.
- Maintains organization and structure of files; performs basic document and file organization, data entry and searches.
- Assists with routine clerical projects as needed.
- Types and performs data entry.
- Uploads digital files and data.

## Qualifications/Special Skills/Area of Study

Ideal candidate should be a junior or senior enrolled in a bachelor's degree program in real estate, business, computer science, urban planning, political science, or public affairs.

Special skills include:
- Strong organizational and analytical skills that requires someone who is detail oriented.
- A self-starter who can take direction and work efficiently and independently to accomplish a task.
- Ability to comprehend, analyze, and interpret documents.
- Intermediate experience with Microsoft Office.
- Proficient in Microsoft Excel.
- Must have a positive, can-do attitude.

## Application Process

To apply:

Please submit cover letter and resume in (.doc or pdf format) to Frank Futia, Transaction Specialist via email to: ffutia@dcas.nyc.gov.

Please write "**Summer Internship - RES Leasing Intern** " in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

**Salary Range** $18.00/hour - Undergraduate Interns

☐ Internship may be used to fulfill college credit requirement.

## Additional Information / Comments
Internships are available between May and September for a maximum duration of thirteen (13) weeks.

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