



2024 NYC Summer Internship Program Application Form

Agency: DEPT OF CITYWIDE ADMINISTRATIVE SERVICES

Division: Human Capital - Administrative Services – Citywide Programs

Address 1: One Centre Street, 21st Floor (South)

Address 2: New York, NY 10007

Contact: Jenny Zhang

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Phone: (212) 386-0689

Agency Description

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 56 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

Unit Description

DCAS Citywide Programs Unit manages the New York City Employee Blood Program (NYCEBP), the Extended Military Benefits Program (EMBP), the Salary Continuation Program (Dedicated Sick Leave and Catastrophic Sick Leave Bank), and the NYC Gives Program (employee charitable giving campaign).

Position Title Summer Undergraduate Intern

Internship Responsibilities

The Citywide Programs Intern will support the unit's Director in managing all programs. Specifically, the Intern will assist in various administrative tasks as assigned including, but not limited to:

- filing and organizing program forms and materials
- reviewing agency requests related to EMBP and SCP including the accuracy of calculations
- providing agency coordinators with programmatic guidance and responses to questions
- assisting the Blood Program Coordinator at the DCAS blood drives
- digitizing and archiving documents (scanning, filing, and shredding old documents)
- working on special projects as requested.

Qualifications/Special Skills/Area of Study

- Familiar with MS Office (mostly Outlook and Microsoft Word) and Adobe Acrobat
- Excellent communication skills (listening, written, and oral)
- Strong organizational skills and attention to detail
- Ability to multi-task and be adaptable to shifting priorities based on program needs
- Self-starter who is willing to learn on the job
- Interest in government policy and public administration

Application Process

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Jenny Zhang at: jzhang@dcas.nyc.gov.

Please write "**Summer Internship – HC**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

You will be contacted if selected for an interview.

Salary Range \$18 per hour – Undergraduate Intern

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year. Internships are available between May and September for a maximum of 13 weeks but must end by the first week of September each year.