



2024 NYC Summer Internship Program Application Form

Agency: Dept of Citywide Administrative Services (DCAS)

Division: Commissioner / City Record

Address 1: 1 Centre Street, 17th Floor

Address 2: New York, New York 10007

Contact: *Janae C. Ferreira*

Email: jferreira@dcas.nyc.gov

Phone: 212-386-6291 / 347-844-0675

Agency Description

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical 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 City Record – The Official Journal of The City of New York is a print and online publication of notices which includes but is not limited to public hearings and meetings, public auctions and sales, solicitations and awards and official rules proposed and adopted by over 80 city government agencies (mayoral and non-mayoral). The City Record staff is responsible for the processing of all incoming notices from city agencies to be included in both versions of the publication. The City Record is published by DCAS daily except weekends and legal holidays. Production and printing of the City Record newspaper is mandated by the Charter of The City of New York.

Position Title Summer College Intern

Internship Responsibilities

The qualified candidate will assist the City Record production staff with:

- Application Quality Assurance testing
- Creation and proofing of training materials
- Database updates and clean-up
- Agency outreach/tracking
- User account creation and deactivation
- Other administrative tasks/support services

Qualifications/Special Skills/Area of Study

Matriculation at an accredited college is required.

Strong written and verbal communication skills. Attention to detail is key. Proficiency in Adobe Acrobat, Microsoft Word and Excel. Copyediting experience is a plus.

Application Process

To apply:

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

Please write "**Summer Internship – City Record**" 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

Internships are available between May and September for a maximum of 13 weeks but must end by the first week of September each year.

nyc.gov/dcassip