

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Risk Management and Audit Compliance

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Agency Description

At the NYC Department of Buildings, we are responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency, and professionalism. As an agency, we are committed to remaining a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. As an employer, we are committed to improving our performance and developing procedures that are streamlined, understandable, and transparent.

Unit Description

The mission of the Risk Management Unit is to provide policymakers with research-based, data-driven assessments of safety and integrity risks facing DOB and the public, and to proactively draft policies to reduce vulnerability to those risks. The College Aide/Investigative Intern will assist with the aggregation, analysis and reporting of data from various internal and external sources. The intern will also monitor compliance with internal and external audits and local laws, in addition to researching and verifying that policy and procedure standards are maintained.

Position Title

Investigative Intern, Risk Management

Internship Responsibilities

The intern will, under direction and supervision of the Deputy Director, Risk Management,

- Run and format reports from DOB's data warehouse system and external data sources

- Conduct manual quality control checks on data drawn from various systems
- Utilize databases and spreadsheets to summarize information
- Conduct research related to past investigations, enforcement actions and local laws
- Write brief reports summarizing information obtained

Qualifications/Special Skills/Area of Study

Minimum Requirements: Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

- Demonstrated interest in one or more of the following areas:
 - Auditing
 - Investigation
 - Criminal Justice
 - Law
- Strong writing, problem solving and analytical skills
- Proficiency in MS Office Suite including Excel, MS Word, PowerPoint
- Ability to Communicate effectively
- Ability to present findings in a clear, consistent, and organized manner
- Ability to meet deadlines, multi-task and manage competing priorities

Application Process

JobsNYC <https://cityjobs.nyc.gov/>

Job ID#: 631675

Salary Range \$16.00-17.50

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

This internship position reports in- person and does not require New York City residency. If selected, candidates must provide transcript enrollment verification statement from their school attesting that they are enrolled in an accredited degree program. Internship assignments may start as early as May, must conclude by the first week in September, and must not exceed a maximum of 13 weeks.

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