

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Finance and Administration

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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 Records Management unit is responsible for the development of and monitoring compliance with standards and procedures for the timely maintenance, preservation, servicing, and disposal or transfer of all records created by the Department.

Position Title

Records Management Intern

Internship Responsibilities

The intern will, under direction and supervision of the Records Management Officer

- Revision of the Records Retention Schedule
- Developing digital historical records
- Inventorying and digitizing historical records
- Researching and preparing grant opportunities

- Preparing items for off-site storage
- Coordinating with the Department of Records and Information Services (DORIS) and other entities

Qualifications/Special Skills/Area of Study

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

- Strong writing, problem solving and analytical skills
- Proficiency in MS Office Suite including Excel, MS Word, PowerPoint
- Ability to communicate effectively

Application Process

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

Job ID#: 631690

Salary Range \$16.93-24.73

- 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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