

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/ OFFICE OF EQUITY, DIVERSITY & INCLUSION

ADDRESS1 137 CENTRE STREET

ADDRESS2 NEW YORK, NY 10013

CONTACT NAME Teresa Neal

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

UNIT DESCRIPTION (Max characters 1000)

The Office of Equity, Diversity + Inclusion develops and implements agency equity and diversity policy. Through specialized Diversity and Inclusion training, and dissemination of employment law updates by OEDI, DSNY ensures that all employees are aware, not only of their employment rights but also of their responsibilities.

All employees are expected to follow the guidelines of NYC's Equal Employment Opportunity Policy. OEDI investigates and mediates issues of employment discrimination. It responds to inquiries from DSNY employees, applicants, and temporary participants in the Work Experience Management (WEM) Program, and provides guidance to Managers and Supervisors in handling employee misunderstandings which could present potential discriminatory situations.

POSITION TITLE (Max characters 100)

SUMMER GRADUATE INTERN-DSNY-040 - Analyst - Equity Diversity and Inclusion Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

After being given an overview of EEO employment law and NYC Human Rights Law, selected candidate will:

- Assist with the production and delivery of employee training regarding
 - Equal Employment Opportunity
 - Diversity & Inclusion
 - Structured Interviewing
 - Unconscious Bias

- Assist with intake interviews from Complainants with regard to alleged situations of discrimination
 - Intake interviews also with and write-ups of witness testimonies
- Assist with appropriate filing and document maintenance
- Assist with formulating charts & data input,
 - research info concerning employment law precedents
- Assist with fiscal ordering and maintaining proper delivery records

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dny.nyc.gov

SALARY RANGE

\$720.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.
DSNY-040- Analyst - Equity Diversity and Inclusion Graduate Intern