

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ BUREAU OF FACILITIES PLANNING AND ENGINEERING

DIVISION

(DSNY-012-ENGINEERING OFFICE ADMINISTRATIVE INTERN)

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME Marie Jean-Louis

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Bureau of Facilities Planning and Engineering provides engineering support services to DSNY's operating bureaus. Support services include preparing design drawings and specifications to upgrade and maintain the infrastructure of DSNY facilities; overseeing consultant schematic design development for new garages; administering procurement for consultant services and construction contracts; and overseeing and managing implementation of consultant design and construction contracts.

UNIT DESCRIPTION (Max characters 300)

The projects involved include schematic design of new garages, and rehabilitation of garages and other facilities under DSNY's jurisdiction.

POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN - (DSNY-012-ENGINEERING OFFICE ADMINISTRATIVE INTERN)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The selected candidate will work under the Chief Contract Officer and in coordination with design and construction units to support the bureau's many functions. Projects will include assisting with inventory of facilities, progress reporting and record keeping, logging of design work, and research as needed. Work may include field visits to active construction sites.

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

As of June of the program year, the prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year). Majoring in liberal arts, social sciences, architecture, engineering, construction management, urban planning, or other related field.

Attention to detail and basic quantitative skills.

Working knowledge of Microsoft Excel and Word

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at intern2015@dny.nyc.gov

SALARY RANGE

\$433.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks

(DSNY-012-ENGINEERING OFFICE ADMINISTRATIVE INTERN)

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2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ FINANCIAL MANAGMENT AND ADMINISTRATION

DIVISION

WEM OFFICE (DSNY-014-PUBLIC ADMINISTRATION INTERN FOR WEM)

ADDRESS1 137 CENTRE STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME Sam Asare

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Work Experience Management Office (WEM) is responsible for the administration of The Department's Work Experience Program (WEP), the Job Training Participant program (JTP) and other work programs that the Department undertakes from time to time, e.g. the National Emergency Grant (NEG) program after the Sandy Storm disaster.

UNIT DESCRIPTION (Max characters 300)

The Human Resources Administration (HRA) refers Public Assistance (PA) recipients to DSNY to be placed in clerical, custodial and street cleaning assignments. The WEM Office provides job search training and employment services to the population.

POSITION TITLE (Max characters 100)

SUMMER GRADUATE INTERN- (DSNY-014-PUBLIC ADMINISTRATION INTERN FOR WEM)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Tasks include:

- Assist in the administration of the Summer Youth Employment Program (SYEP).
- Act as liaison between Work Experience Management (WEM), DSNY Work Locations, Department of Youth & Community Development (DYCD) and Contractors/entities involved with the SYEP program.
- Ensure participants are assigned to approved work locations.
- Ensure accurate and timely reporting of attendance for program participants.
- Communicate effectively with Contractors, worksite supervisors and find solutions to issues that may arise.
- Assist in the review of participants' Performance Evaluation Reports.
- Assist in the preparation of statistical reports for management utilization.
- Assist in the preparation of materials for the recruitment of Job Training Program (JTP) participants and

participate in the recruitment process.

- Ensure application documents of JTP participants are completed accurately.
- Assist in providing bi-weekly orientation for Work Experience Program interns.
- Assist in the generation of critical management reports relating to WEM programs.

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. Focus in public administration/management, human resources, sociology, or other related field.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at intern2015@dspy.nyc.gov

SALARY RANGE

\$720.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks
(DSNY-014-PUBLIC ADMINISTRATION INTERN FOR WEM)

nyc.gov/internship

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ BUREAU OF BUILDING MAINTENANCE

DIVISION

SUPPORT SERVICES (DSNY-019-CONTRACTING AND ADMINISTRATIVE INTERN)

ADDRESS1 52-07 58TH STREET

ADDRESS2 WOODSIDE, NY 11377

CONTACT NAME Rory O' Brien

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Support Services Division includes the Bureau of Motor Equipment and the Bureau of Building Maintenance, which provide the equipment required for DSNY to perform its essential tasks. Support services coordinates the activities of these two operating bureaus to ensure that current and future needs are met for equipment, garages, transfer stations, and related infrastructure.

UNIT DESCRIPTION (Max characters 300)

The (BBM) has responsibility for maintaining garages, transfer stations, repair shops, and office buildings throughout the five boroughs. The Bureau employs carpenters, plumbers, electricians and other skilled trades who provide routine maintenance, facility rehabilitation and emergency repairs.

POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN - (DSNY-019-CONTRACTING AND ADMINISTRATIVE INTERN)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

BBM is seeking a candidate to assist in the development of contracts, detailing the "Scope of Work" sections required for contract packaging. They will also assist in the reorganization of the BBM archives.

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

As of June of the program year the prospective intern must be a matriculated in a college or be a recent college graduate (Winter/Spring term of the program year).

A focus in business, management, public administration, or related field.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at intern2015@dsny.nyc.gov

SALARY RANGE

\$433.50

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks

(DSNY-019-CONTRACTING AND ADMINISTRATIVE INTERN)

nyc.gov/internship

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ THE BUREAU OF INFORMATION TECHNOLOGY

DIVISION

(DSNY-030-IT Financial Administration Intern)

ADDRESS1 137 Centre Street, 2nd Floor

ADDRESS2 New York, NY 10013

CONTACT NAME Pavel Rusinov

E-MAIL intern2015@d sny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

Since 1881, when the New York City Department of Sanitation - originally known as the Department of Street Cleaning was founded waste collection and disposal has come virtually full circle. At the ends of the 19th century, one of the Department's most prolific commissioners, colonel George Waring, instituted efficiencies and waste reduction programs that foretold the programs of today - including recycling, street sweeping and a dedicated uniformed cleaning and collection force. Today, the department is the world's largest, collecting over 10,500 tons of residential and institutional refuse and 1,760 tons of recyclables a day. The city's businesses, whose waste is collected by private carting companies, generate another 13,000 tons of refuse each day. And under the leadership of Commissioner Kathryn Garcia, New York City's streets are cleaner today than they have been in over 35 years.

UNIT DESCRIPTION (Max characters 300)

The Bureau of Information Technology (BIT) is responsible for the data processing functions and operations of systems that provide operational, analytical and managerial support functions, as well as IT resource management, for DSNY. BIT develops and maintains application software for such systems.

POSITION TITLE (Max characters 100)

(02) Summer College Intern - (DSNY-030-IT Financial Administration Intern)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The successful DSNY Intern will provide support to staff with the maintenance of the Bureau's budgeting and procurement processes and procedures. Duties may include: reviewing and processing procurement and solicitation bids and auditing invoices and timesheets; reviewing historical budgets vs. actual expenditures; assisting in the preparing of agency spending plans; assisting in the review of new funding initiatives or budget reduction proposals; preparing financial analysis for issues impacting the Bureau.

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

DSNY is seeking to hire one undergraduate intern with at least 2 years of undergraduate studies with experience in some, or ideally, all of the following:

- Strong written and verbal communication skills
- Ability to work with a variety of personality types

-Familiarity with word processing, data analysis and database management skills is preferred
-Experience working with application inventory or portfolio is helpful
-Ability to work well independently and in a group
-High level of professionalism and organizational skills
-Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat would be ideal
-Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment

APPLICATION PROCESS (Max characters 700)

E -mail resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at intern2015@dsny.nyc.gov

SALARY RANGE

\$433.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internships will begin June 1 and last for a maximum duration of 13 weeks.
(DSNY-030-IT Financial Administration Intern)

nyc.gov/internship
