

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

**DSNY/ BUREAU OF PUBLIC INFORMATION AND COMMUNITY AFFAIRS**

## DIVISION

(DSNY-015-ARCHIVIST/ LIBRARIAN INTERN)

**ADDRESS1** 125 WORTH STREET

**ADDRESS2** NEW YORK, NY

**CONTACT NAME** Vito Turso

**E-MAIL** INTERN2015@DSNY.NYC.GOV

**PHONE**

**FAX**

## AGENCY DESCRIPTION (Max characters 1200)

The Bureau of Public Affairs is responsible for communicating DSNY's policies, procedures, and services to all internal and external audiences.

## UNIT DESCRIPTION (Max characters 300)

The Bureau replies to media inquiries, customer questions, complaints, and service requests, and coordinates all DSNY special events, ceremonies, and community outreach programs.

## POSITION TITLE (Max characters 100)

SUMMER GRADUATE INTERN - (DSNY-015-ARCHIVIST/ LIBRARIAN INTERN)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The selected candidate will work on archival projects for the Deputy Commissioner for Public Information & Community Affairs. The archivist intern will manage and organize an extensive collection of historical DSNY documents and photographs that require cataloging, preserving, and scanning for public view on the website.

## 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. A major in library sciences, museum studies, or related field.

Candidate should have relevant work experience.

## APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to which you are applying at [intern2015@dsny.nyc.gov](mailto:intern2015@dsny.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-015-ARCHIVIST/ LIBRARIAN INTERN)

[nyc.gov/internship](http://nyc.gov/internship)

---