

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

## DIVISION

DOT-026-TPM-City Bench Program

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

CONTACT NAME Sue Grecke

E-MAIL sgrecke@dot.nyc.gov

PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

## UNIT DESCRIPTION (Max characters 1000 )

Creating public spaces throughout NYC

Project Description: The Public Space Unit in the Division Transportation Planning & Management is seeking a College Aide for its CityBench program whereby DOT is installing backed and backless benches throughout New York City to support transit and walking. DOT installs benches (but not limited to) at bus stops without shelters, in front of senior centers, health clinics, commercial corridors and sat sites requested by the public. The College Aide will provide support in siting and confirming appropriate site for benches as well as data entry.

## POSITION TITLE (Max characters 100)

College Aide

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The intern will help take in requests from the public; conduct visits to sites requested by the public and to sites DOT locates to determine their suitability for bench installations; take measurements on site and record site conditions on field sheets/tablets and take photographs; and enter data about sites into a database. The intern will then scan and file the field sheets (both hard and electronic copies); organize photos from site visits; and support outreach to relevant property owners, community organizations, community boards, senior centers, and advocacy groups focused on the disabled and the elderly. The Public Space Unit may also require assistance on other programs, such as the Plaza Program, Weekend Walks and Street Seats.

What will the student learn? Conducting site visits throughout the five boroughs, analyzing data, database entry and development, mapping, community outreach, and day-to-day operations of a City agency.

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

Graduate Student

Major: Planning, Architecture, Engineering, GIS, Public Policy, Urban Studies & Urban Design

Microsoft Access and Excel, Database Software, Tablet Applications, Photoshop, ESRI GIS, AutoCAD (preferable),  
Adobe Creative Suite (preferable)

Skills: Planning, critical thinking, time management, coordination and siting

**APPLICATION PROCESS (Max characters 700 )**

E-mail resume with cover letter to: [sgrecke@dot.nyc.gov](mailto:sgrecke@dot.nyc.gov)

**SALARY RANGE**

14.15 per hour

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

While school is in session, the College Aide is asked to work 17 hours a week. We will work with your schedule. While on summer break, the student is asked to work up to 35 hours a week. We do not work evenings or weekends.