

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

Human Capital / Citywide Learning & Development

ADDRESS1 1 Centre Street, 24th Floor

ADDRESS2 New York, NY 10007

CONTACT NAME Laura Sterling

E-MAIL lsterling@dcas.nyc.gov

PHONE (212) 386-6419

FAX

## AGENCY DESCRIPTION (Max characters 1200)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors **City agency fleets** and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

## UNIT DESCRIPTION (Max characters 300)

Citywide Learning and Development is the central source of training within New York City government for managerial, clerical, professional and technical employees.

## POSITION TITLE (Max characters 100)

Data Management Graduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Prospective candidates will assist with the Bureau's training initiatives. The candidate will be responsible for data collection and management to manipulate records and databases and should be familiar with data control issues and how to apply protocols to promote and maintain data integrity. Candidate will assist with data cleanup project, prepare data to transfer to new systems, run reports to analyze data; and provide support to the Director of eLearning or LMS Administrator as needed.

Applicants should have excellent analytical and math skills, with the ability to work in a team environment. We are looking for students majoring in Computer Science or Information Systems Management. A good working knowledge of Microsoft Excel and Access will be a requirement for this position. Students from other majors may apply if versed in database management or complex web design.

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

Must be majoring in Computer Science or Information Systems Management.

Must possess strong written and oral communication skills.

A good working knowledge of Microsoft Excel and Access

**APPLICATION PROCESS (Max characters 700 )**

Submission of resume and cover letter to the above referenced agency contact.

**SALARY RANGE**

\$560/per week

Internship may be used to fulfill college credit requirement

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

Internships are available between May and September for a maximum of 13 weeks.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

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

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