

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Asset Management

ADDRESS1 1 Centre Street, New York, NY 10007

ADDRESS2

CONTACT NAME Jason Ortiz

E-MAIL jortiz@dcas.nyc.gov

PHONE (212) 386-0499

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)

The Leasing unit of DCAS Asset Management is responsible for site selections and lease negotiations on behalf of the City as a tenant. Leasing has over 430 leases with private Landlords. Additionally, Leasing issues agreements to non-governmental entities for the use of City-owned property.

POSITION TITLE (Max characters 100)

Leasing Assistant Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The qualified candidates will work closely with the Assistant Directors of Leasing and Lease Negotiators to assist in the day to day operations of the unit. Task include abstracting lease documents, electronic files storage and sharing, reconciling real estate data base with lease information, and assisting with administrative work related to leasing projects.

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

DCAS Leasing is seeking to hire a graduate Intern. Candidates should have an interest in City Real Estate.

APPLICATION PROCESS (Max characters 700)

E-mail resume and cover letter to the contact person listed above. If contacted for an interview, candidates must bring a transcript or enrollment verification statement from their school, attesting that they are accepted to or enrolled in an accredited graduate degree program.

SALARY RANGE

\$16 hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internships are available between May and September for maximum duration of thirteen (13) weeks.

nyc.gov/internship
