

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Human Capital - Certification Unit

ADDRESS1 One Centre Street, Room 2150

ADDRESS2 New York, NY 10007

CONTACT NAME Katrina Porter

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AGENCY DESCRIPTION (Max characters 3000)

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 1000)

The Certification Unit is responsible for establishing civil service lists and issuing certifications of civil service lists to City agencies to fill vacancies. In addition, the Certification Unit also monitors the appointment process of list hiring and promotion to ensure that civil service rules and regulations are followed by appointing agencies.

POSITION TITLE (Max characters 100)

Summer Graduate Intern for Content Design and Marketing

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

This position entails writing technical reports and guidelines to outline the policy and procedures in the Civil Service process by organizing and translating information into clear written documentation.

The successful candidate will work closely with members of the Certification Unit to edit and/or create technical guides, help documents, business process documents and info-graphics. Other duties and responsibilities include, but are not limited to the following:

1. Assist in the design, development and creation of new training courses.
2. Create info-graphics that are clear visual representations of the various processes and data associated

with the Certification Unit.

3. Organize and/or update marketing materials, hand out and/or visual aids, such as PowerPoint presentations, etc.

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

Skills Desired:

1. Excellent analytical, content design and writing capabilities.
2. Ability to interact effectively with various levels of the organization.
3. Computer proficiency in Windows programs, Visio, and Adobe Suite programs.
4. Excellent communication skills with a positive and professional attitude.
5. Demonstrated ability to maintain progress on multiple tasks, set priorities and manage time effectively.

APPLICATION PROCESS (Max characters 700)

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

SALARY RANGE

Graduate Intern \$16.00 per hour / \$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.