

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Citywide Diversity and Equal Employment Opportunity

ADDRESS1 1 Centre Street, Floor 17N, New York, NY 10007

ADDRESS2

CONTACT NAME Sharon Phillip

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PHONE (212) 386-0257

FAX

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; provides overall facilities management for 55 public buildings; purchases, sells and leases real property; purchases, inspects and distributes supplies and equipment; establishes, audits and pays utility accounts that serve more than 4,000 buildings; implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

Citywide Diversity and Equal Employment Opportunity (CDEEO) assists the Commissioner of DCAS to develop and enforce the City's Equal Employment Opportunity Policy and other EEO-related policies, standards and procedures. CDEEO assists the City agencies by developing or collaborating on solutions, strategies and initiatives to effectively implement and fulfill the City's responsibilities under the fair employment provisions of the City Charter and other federal, state and local laws. CDEEO monitors the EEO-related activities and data of City agencies. CDEEO collects EEO-related data and conducts analyses on topics like workforce composition, labor force utilization, adverse impact on hiring, terminations and promotions, EEO complaints and civil service examinations. CDEEO also trains New York City employees who are serving as agency EEO Officers and other EEO Professionals.

POSITION TITLE (Max characters 100)

Research Assistant

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The intern will work closely with the Executive Director or a designee and may perform the following tasks:

1. Assist in research related to diversity and inclusion and employment discrimination law, policies, procedures and related topics.
2. Prepare and/or analyze reports, materials, manuals and other publications.
3. Review and update existing resources.
4. Assist with training and other events.
5. Perform other functions as needed.

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

Must be currently enrolled in a college or university. The candidate should have good verbal and written communications, research and organizational skills, and be detail-oriented. Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook are preferred.

APPLICATION PROCESS (Max characters 700)

Email the cover letter and resume to Sharon Phillip.

SALARY RANGE

Undergraduate

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

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