

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-025-Executive-Language Access Project

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

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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)

Unit Mission: Provide language access services to LEP customers, Liaison with Public Service Centers on customer service and language access initiatives; Literature distribution of agency documents directly to customers, on the DOT Website and through 311

Description of Project: Language Access Services include translations of content (flyers, reports, informational brochures, web content, etc). We document and track all content that is translated in languages, such as Spanish, Chinese, Russian, Korean, Haitian Creole, Italian, Bengali and Polish. Project involves translating documents, proof reading translated documents and notating comments on the quality of translation; summarizing translation reviews; assist in the development of DOT language glossary; assist in organizing and compiling literature in response to customer request for DOT translated documents; assist in other administrative duties pertaining to language access agency operations.

POSITION TITLE (Max characters 100)

College Aide

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Daily Duties: Proofread and conduct linguistic reviews of NYCDOT content including but not limited to: agency transportation flyers, meeting notices, project announcements, PowerPoint presentations, brochures, as well as online content, i.e. NYC maps. Translated content is distributed by U.S. Mail and customers may download translations from DOTs website and the NYC Language Gateway. Develop a language glossary based on documents that are reviewed. Translate one page documents, i.e. public workshop flyers or meeting notices, assist in

reviewing, organizing and compiling translation files in the Language Access Unit's filing systems. Assist in preparation and distribution of translated materials for customers who visit DOTs public service centers. Assist in preparation and distribution of translated materials for customers who call 311 and request literature.

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

Undergraduate Student
Major: Chinese and Spanish language translation
Knowledge of Word/Excel

Knowledge and application of Linguistic reviews; translate from English to target language (as well as backward translations); apply effective interpersonal communication skills in conference with DOT staff and professional linguistic reviewers (vendors); apply effective writing and organizational skills, for example, summarize linguistic reviews and organize literature for distribution to customers (limited English proficient); moderate to advanced level WordPerfect; Preferred skills: Adobe, Excel and PowerPoint.

APPLICATION PROCESS (Max characters 700)

E-mail resume with cover letter to: sgrecke@dot.nyc.gov

SALARY RANGE

12.55 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.