

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-028-Executive-Information Management

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

CONTACT NAME Sue Grecke

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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)

Manage the Agency's records.

The project requires the interns to assist the Deputy Counsel in a variety of Records Management tasks. The interns will review the inventory of records store off-site and under supervision, prepare lists of records to be submitted to NYC DORIS for disposal. The interns will determine which records are not adequately described or do not have an assigned date, and visit the off-site storage facility in Jersey City, New Jersey, to review the contents of the corresponding boxes. After the review process, the interns will create a list of the contents of the boxes not adequately describes, to supplement the inventory and determine whether these records are eligible for disposal.

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

When working at 55 Water Street- review the records inventory, complete forms using information from the inventory and prepare necessary paperwork for disposal requests. When working off-site -travel to Jersey City to work in the off-site storage facility to review records that the facility will make available to the interns. Using a laptop, edit the records inventory with information from records that have been reviewed.

Students will learn about record retention, the importance of properly cataloging records before storing them, the students will be involved in a major records disposal project. The students will gain knowledge related to how a large agency manages its records and the procedure that are in place that make the process effective. The interns will assist in preparing training material for the agency staff.

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

Graduate Student

Major: Library science, Archival Science, Political Science, History, Museum Studies or related field.

Skill sets needed: Attention to detail, strong organizational skills, basic Microsoft excel, ability to lift and review contents of records storage boxes, ability to travel off-site when necessary.

APPLICATION PROCESS (Max characters 700)

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

SALARY RANGE

20.58 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Summer Interns work 35 hrs a week and the assignment ends on August 26, 2016.