

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-030-Legal-Land Use

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)

Land Use Review manages DOT's review of applications related to land use, license agreements, and variance; oversees DOT properties, and responds to inquiries from both elected officials and public.

The student will assist in a variety of projects related to New York City's land use review process and GIS mapping.

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Description of project:

Mapping: Assist in gathering information for mapping project and prepare GIS layers for DOT's internal use and public access.

Public Inquiries: Assist in research and prepare response related to inquiries from elected officials and the public related to land use and transportation.

Other assignments: Perform pertinent office work deemed appropriate by the Unit's supervisors.

Daily activities include GIS mapping, conducting research and site visits, attending meetings, preparing response to public inquiries.

The student will learn about the operation of the agency, New York City's land use review process, DOT's database management system, project management and work coordination skills.

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

Graduate Student

Major: Urban Planning, Architecture, Geography

Skills: Candidate must have excellent skills in ArcGIS and research. Other basic knowledge of the following is essential: Adobe Suite and PowerPoint. Good writing skills and a general understanding of NYC planning principles.

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.